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A GUIDE

FOR THE USE OF

OFFICERS OF THE INSPECTOR-GENERAL'S DEPARTMENT

REVISED TO INCLUDE AUGUST 31, 1908

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A Guide

for the use of Officers of the

Inspector-General's Department

1908

Prepared under direction of the
Inspector-General of the Army

Published by authority of the Secretary of War

(Revised to include August 31, 1908)

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WAR DEPARTMENT,
Document No. 333.
OFFICE OF THE INSPECTOR-GENERAL.

2

WAR DEPARTMENT,
OFFICE OF THE INSPECTOR-GENERAL,
Washington, December 18, 1907.

THE ADJUTANT-GENERAL.

SIR: I have the honor to submit herewith, for the consideration of the Chief of Staff and Secretary of War, "A Guide for use of Officers of the Inspector-General's Department," which is a compilation of existing laws, regulations, orders, and decisions relating to the duties of said officers, prepared under my direction, and to request that authority be granted for the printing and binding of 150 copies thereof.

Such a guide is urgently necessary for ready reference in order to secure thoroughness and uniformity in the inspection service, in view of the fact that under the detail system officers now come into the department and are assigned to inspection duty without opportunities for instruction in a new field of duty.

Very respectfully,

E. A. GARLINGTON,
Inspector-General.

Memo. JANUARY 2, 1908.

Respectfully submitted to the Acting Secretary of War, recommending that this guide be printed as desired by the Inspector-General.

J. F. BELL,
Chief of Staff.

WAR DEPARTMENT, *January 3, 1908.*

Approved, as recommended by the Chief of Staff.

ROBERT SHAW OLIVER,
Assistant Secretary of War.

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A GUIDE FOR USE OF OFFICERS OF THE INSPECTOR-GENERAL'S DEPARTMENT.

INSPECTOR-GENERAL'S DEPARTMENT.

1. The Inspector-General's Department shall consist of one inspector-general with the rank of brigadier-general, four inspectors-general with the rank of colonel, four inspectors-general with the rank of lieutenant-colonel, and eight inspectors-general with the rank of major: *Provided*, That all vacancies created or caused by this section shall be filled, as far as possible, by promotion according to seniority of officers of the Inspector-General's Department. (Act approved Feb. 2, 1901, sec. 14; G. O. 9, A. G. O., 1901, p. 5.) See paragraph 2, *post*.

2. That upon the occurrence of a vacancy in the grade of colonel in the Inspector-General's Department after the present lieutenant-colonels therein shall have been promoted or retired, such vacancy shall not be filled, and thereafter the number of officers authorized for that department shall be as follows: One inspector-general with the rank of brigadier-general; three inspectors-general with the rank of colonel; four inspectors-general with the rank of lieutenant-colonel, and nine inspectors-general with the rank of major. (Act approved Mar. 2, 1901; G. O. 26, A. G. O., 1901, p. 7.)

3. Details from the line to fill vacancies in, appointment of chief, etc. (Act approved Feb. 2, 1901, sec. 26; G. O. 9, A. G. O., 1901, p. 11.)

4. The Secretary of War may, in addition, detail officers of the line, not to exceed four, to act as assistant inspectors-general: *Provided*, That officers of the line detailed as acting inspectors-general shall have all the allowances of cavalry officers of their respective grades. (Act approved June 23, 1874; G. O. 78, A. G. O., 1874, p. 1.)

5. Expert accountant for, authorized. (Act June 13, 1890; G. O. 69, A. G. O., 1890; Act. Feb. 24, 1891; G. O. 27, A. G. O.,

OFFICE OF THE INSPECTOR-GENERAL OF THE ARMY.

6. The office of the Inspector-General in the War Department is a bureau of the War Department, similar in its character to the "office of the Quartermaster-General," and the "office of the Commissary-General," and the "office of the Adjutant-General," etc., and also "in the status and authority of its chief," so far as his authority and status as a chief of bureau in the War Department go." (Op. J. A. G., May 3, 1898; 3314-I, I. G. O.)

INSPECTORS-GENERAL AND ACTING INSPECTORS-GENERAL.

7. Sphere of inquiry includes every branch of military affairs except when specially limited in Army Regulations or orders. (A. R., 888.)

8. Will exercise a comprehensive and general observation within the command to which assigned over all that pertains to the efficiency of the Army, the condition and state of supplies of all kinds, of arms and equipments, of the expenditure of public property and moneys, and the condition of accounts of all disbursing officers of every branch of the service, of the conduct, discipline, and efficiency of officers and troops, and report with strict impartiality in regard to all irregularities that may be discovered. (A. R., 888.)

9. From time to time they will make such suggestions as may appear to them practicable for the correction of any defect that may come under their observation. (A. R., 888.)

10. When assigned to a military command they are under the immediate direction of its commanding general; when not so assigned, they are under the orders of the War Department. (A. R., 889.)

11. They will make such special inspections as the commanding general may direct within the limits of his command. (A. R., 889.)

12. Report by letter on arriving at their stations to the Inspector-General of the Army. (A. R., 890.)

13. An officer of a staff corps or department, or an officer serving therein by detail, will report to the Adjutant-General of the Army and to the head of his corps or department on the last day of every month, giving his address, a statement of the duties on which he has been employed during the month, the date of his assignment thereto, and the authority by which so assigned. (A. R., 836).

14. Personal reports when absent with leave, detached, etc. (A. R., 64, 834, 835.)

15. Reporting in person on arriving in Washington or at the headquarters of a division or department. (A. R., 832.)

16. Will furnish to the Inspector-General of the Army copies of all orders and written instructions received for tours of inspection or for investigations, giving the nature of the duty they are going to perform, the probable time they will be at each place to be visited during their tour, and the probable date they will return to their stations. (A. R., 890.)

NOTE.—Officers of the Inspector-General's Department in the Philippines Division are not required to furnish copies of orders and written instructions for tours of inspection, nor itineraries of routes of travel, etc., called for by A. R., 890. (10039, I. G. O.)

17. At the close of each fiscal year the inspector-general assigned to a military command will submit to its commanding general a report covering the operations of the Inspector-General's Department within the command during the preceding year, together with such recommendations for the improvement of the service as he may deem fit, and will forward a copy thereof, through military channels, to The Adjutant-General of the Army, who will transmit it to the Inspector-General of the Army. (A. R., 890.)

18. Will make known their orders or instructions to commanding officers and other officers whose troops and affairs they are directed to inspect. (A. R., 891.)

19. When making inspections within the territorial limits of the command of an officer subordinate to the officer ordering the inspections, they will, prior to the inspections, furnish to the subordinate commander a copy of their orders and an itinerary of their route in so far as they relate to the inspection of parts of his command. (A. R., 891.)

20. Not to give orders unless specially authorized, then only in the name of the superior giving such authority. (A. R., 892.)

21. All irregularities to be reported with strict impartiality. (A. R., 892.)

22. Should refrain from informal conversation or comment upon subjects under investigation. (A. R., 893.)

23. Will exercise great care that no injustice is done organizations or individuals. (A. R., 893.)

-tigating accusations prejudicial to the char-
ll make known to him their nature and give

him an opportunity to make his own statement in writing, which will be appended to the report. (A. R., 893.)

25. When detailed to investigate alleged attempts to defraud the Government, or any irregularity or misconduct of any officer or agent of the United States, they have authority to administer oaths to witnesses. (A. R., 894.) Also see M. L., 691.

26. Inspectors-general will, from time to time, designate the articles which, in their opinion, should be procured and kept for sale by the Subsistence Department, to officers and enlisted men while in garrison or permanent camps, and while in temporary camps or on active campaign. (A. R., 895. See also R. S., 1144.)

For latest sales list, see G. O. 54, W. D., 1908.

27. When assigned to a military command they will each be allowed the necessary clerks and one messenger, who will be assigned by the Secretary of War. (A. R., 889.)

28. Every facility and assistance, including clerical aid, if requested, will be furnished inspectors by commanding and other officers whose troops and affairs they are directed to inspect. (A. R., 891.)

29. The efficient discharge of the duty of inspecting officers requires a thorough acquaintance with the rules and usages of the service, the regulations and laws for the government of the army, the systems of instruction for the troops, and the general principles of the military profession. Industrious attention must therefore be given by inspectors to the study of such matters as may pertain to their sphere of investigation; and habits of study and critical observation should be assiduously cultivated. (G. O. 5, A. G. O., 1866.)

30. (1) It is the purpose of the President, in selecting captains of the line for detail in the Quartermaster's Department, the Subsistence Department, and the Pay Department, to be guided by the records of the officers and by the recommendations respecting their special qualifications made by their superiors.

(2) To the end that available data may be on record, each regimental and artillery district commander will, on July 1 of each year, report to The Adjutant-General of the Army, through military channels, at least one captain of his regiment or district who is believed to be qualified for duty in one or more of the departments named in paragraph 1 hereof. Similar reports will be made by each department commander and by each inspector-general of a department. * * * Should it so happen that any of the officers from whom reports are required by

this order are unable to recommend any captain as possessing special qualifications for any of the three departments named, report at the stated time will be made to that effect. (G. O. 118, W. D., 1908.)

31. Under the provisions of A. R., 888, inspectors-general will inquire into and report upon the business methods of all chief quartermasters and other officers on duty in the Quartermaster's Department under the conditions named in G. O. 18 and 73, W. D., 1908, with special reference to the application of the principles enunciated therein. (G. O. 18 and 73, W. D., 1908.) Also see Cirs. 1 and 11, Q. M. G. O., 1908.

32. Inspectors should offer their services (to inspect property or examine other matters) to post authorities whenever they officially visit them at times not specified for a regular inspection.

33. Whenever a complete inspection is made of an organized body of troops the inspector will ascertain whether there is on hand any excess of ordnance property over the needs of the organization, or any surplus not borne on returns, and will inquire into and report upon such excess or surplus wherever found to exist. (Cir. 87, W. D., 1907.)

34. Orders to inspectors about to visit posts, commands, etc., will be given in the form of letters and not published, as it is desirable that the inspectors shall see the posts, depots, etc., under normal conditions. (Cir. 22, W. D., 1903, par. 11.)

35. Orders contemplating the payment of mileage should state the specific points to which travel is directed, whenever it is practicable to embody such information in the orders. (Paymaster-General, Mar. 7, 1906; 10381-11, I. G. O.)

36. To enable the Quartermaster-General to communicate with inspectors before they inspect quartermaster depots, inspectors-general of departments are requested to notify the Quartermaster-General direct of the probable date of such inspections. (Does not apply to the Philippine Islands or Cuba; 11844, I. G. O.)

37. On return to his station from an official tour an inspector should report verbally to his commander any matters that in his judgment require immediate attention, to be followed later by the written record. (Cir. 22, W. D., 1903, par. 9.)

INSPECTIONS.

38. Hereafter no portion of the appropriation for mileage to officers shall be expended for inspections or investigations except such as are especially ordered by the Secretary of War, or such

as are made by army and department commanders in visiting their commands, and those made by Inspector-General's Department in pursuance of law, Army Regulations, or orders issued by the Secretary of War. (Act August 6, 1894, G. O. 32, 1894, and Cir. 10, 1903, A. G. O. See also A. R., 1304, the last part of which has been made applicable to Cuba (11272, I. G. O.) as well as to the Philippine Islands.)

39. Special inspections and investigations within the limits of a command (territorial or tactical) may be made under orders of the commander thereof; but in all cases involving travel his selection of officers to perform such duty shall be restricted to inspectors-general, acting inspectors-general, or officers of the General Staff Corps on duty as such, at his headquarters under War Department assignment. (A. R., 896. See also A. R., 1304.)

40. Stated inspections:

All military commands, garrisoned posts, and camps.	At least once each fiscal year.	By inspector-general of the division or department or his assistants. (A. R., 898.)
Armories. Arsenals. Depots. General hospitals. General recruiting stations. Proving ground, Sandy Hook, N. J. Military prisoners in U. S. Penitentiary, Fort Leavenworth, Kans.	Annually.	Inspections will be directed by the Secretary of War to be made by officers recommended by the Inspector-General of the Army. (A. R., 899.)
National cemeteries, each once in 2 years.		See par. 117, *post*.
Accounts of officers disbursing funds under the Secretary of War.		
Special inspections of posts and commands as may be deemed advisable.		
Military departments and business methods of the Military Academy. The Service Schools.	Annually.	By the Inspector-General or officers recommended by him under specific instructions of the War Department. (A. R., 900.)

41. Of division and department headquarters to determine whether or not the prescribed methods of official business are strictly carried out. (G. O. 191, W. D., 1905.)

42. The recruit depots at Fort Slocum, New York; Columbus Barracks, Ohio, and Jefferson Barracks, Missouri, and any other such depots that may be established hereafter, will only be inspected by officers to be designated from The Adjutant-General's Office. (G. O. 124, W. D., 1907.)

43. Ungarrisoned posts will be inspected at such times as the division or department commander may direct, ordinarily once in two years. (A. R. 898.)

44. The United States Military Prison at Fort Leavenworth, Kans., and the Pacific Branch of the United States Military Prison at Alcatraz Island, Cal., are to be inspected at least once each year by one of the inspectors-general of the Army. (R. S. 1348, amended by act January 19, 1891, G. O. 8, A. G. O., 1891; act March 2, 1907, G. O. 58, W. D., 1907.)

45. Just prior to the departure of an army transport from a terminal port, and immediately upon its arrival at such port, it will be minutely inspected by an officer of the Inspector-General's Department, or, if no officer of that department is available, by the officer in charge of water transportation. In making this inspection all irregularities and deficiencies found by the inspector or mentioned in the report of the commanding officer of the troops, required by paragraph 232, Army Transport Service Regulations, will be investigated. (A. R., 898.)

46. Each mine planter shall be inspected annually at Fort Totten, N. Y., during the visit of the vessel to New York Harbor. The inspecting officer shall be one specially designated by the Secretary of War on the recommendation of the Chief of Artillery, concurred in by the Inspector-General. (Par. 21, Regs. for Mine Planters, 1907.)

47. The Inspector-General of the Army shall, in person, once in each year, thoroughly inspect the Soldiers' Home at Washington, D. C., its records, accounts, management, discipline, and sanitary condition, and shall report thereon in writing, together with such suggestions as he desires to make. (Act March 3, 1883; G. O. 24, A. G. O., 1883.)

48. Hereafter, once in each fiscal year, the Secretary of War shall cause a thorough inspection to be made of the National Home for Disabled Volunteer Soldiers, its records, disbursements, management [illegible] condition, such inspection to be m[illegible] General's Department,

as are made by army and department commanders in visiting their commands, and those made by Inspector-General's Department in pursuance of law, Army Regulations, or orders issued by the Secretary of War. (Act August 6, 1894, G. O. 32, 1894, and Cir. 16, 1903, A. G. O. See also A. R., 1304, the last part of which has been made applicable to Cuba (11272, I. G. O.) as well as to the Philippine Islands.)

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who shall report thereon in writing, and said report shall be transmitted to Congress at the first session thereafter. (Act August 18, 1894; 28 Stat. L., 412.)

49. Annual inspections of the military departments of educational institutions at which officers of the Army are detailed as professors of military science and tactics, are to be made April 1 to June 1 in each year by a board of four officers of the War Department General Staff. (G. O. 155, W. D., 1907.)

50. Inspections of the organized militia are to be made at least once each year by officers detailed by the Secretary of War for that purpose. (Sec. 14, act January 21, 1903; G. O. 7, A. G. O., 1903.)

The department commander will have immediate charge of these inspections within the limits of his department; and to assist in this duty all officers of the Army, active and retired, on duty with the organized militia within the limits of his department will report to him and will send through him their reports of inspections under section 14 of the act of January 21, 1903. (A. R., 190. See also G. O. 230, W. D., 1907.)

NOTE.—Under the operations of G. O. 23, A. G. O., 1892, the duties of preparing instructions for the officers detailed to visit the encampments and witness the movements and exercises of the militia, and of digesting, arranging and preserving their reports, were transferred from the I. G. O. to the A. G. O.

51. Inspections by chiefs of squads. (A. R., 283.)

52. Daily, by company, band, and detachment commanders. (A. R., 278.)

53. Weekly, by company, band, and detachment commanders, (A. R., 278); by battery commander, coast artillery, (D. R. C. A., 486.)

NOTE.—For inspection of condition of a command and its equipment by the organization commander, the latter prescribes the uniform and equipment. (Cir. 13, A. G. O., 1891.)

54. Monthly, by regimental commander. (A. R., 240.)

55. Monthly, by post commander. (A. R., 201, 1451). Coast artillery. (D. R. C. A., 487.)

56. The post commander and surgeon will make frequent visits during the month to the hospital, guardhouse, mess hall, mess rooms, and other buildings and rooms used by enlisted men. When the post commander is a general officer these visits may be delegated to regimental or detached battalion commanders. (A. R., 201, 202.)

57. Annual inspection of all public buildings by the commanding officer and quartermaster. (A. R., 1021.)

58. By the quartermaster, of buildings about to be occupied, allotted, or vacated. (A. R., 1019.)

59. By the commander of a coast artillery district. (D. R. C. A., 23; G. O. 62, W. D., 1908.) By district artillery engineer. (G. O. 62, W. D., 1908, Par. IV, sec. 8, 45.) By artillery district ordnance officer. (G. O. 62, W. D., 1908, Par. IV, sec. 19, 45.)

60. By district engineer officers. (G. O. 62, W. D., 1908, Par. IV, sec. 42.)

61. Of armament by officers of the Ordanace Department. (A. R., 1556; G. O. 62, W. D., 1908.)

62. Annual inspection and test of the entire Signal Corps equipment of each coast fortification. (W. D., G. O. 157, 1906; 219, 1907; 62, 1908.)

63. Of lines of communication, coast artillery posts. (D. R. C. A., 461.)

64. Each department commander will inspect the troops under his command at least once each year. (A. R., 191.)

65. Of fresh beef. (W. D. G. O. 27, 1904; 28, 1906.)

66. Of beef cattle and beef, by veterinarians. (G. O. 28, W. D., 1906.)

67. Of raw material used by manufacturers in furnishing finished products. (G. O. 167, W. D., 1905.)

68. All supplies furnished under contract or otherwise will be subjected, whenever practicable, to the personal inspection of a commissioned officer at the time of delivery; otherwise such inspections will be made by civilian inspectors under his personal supervision, subject to test and verification at irregular intervals and at unexpected times by such officer. (G. O. 167, W. D., 1905.)

The Secretary of War has decided that all drugs and food for the army, whether purchased in the United States proper or in the outlying possessions, shall conform to the standard required by law. (Indorsement, A. G. O., Mar. 18, 1908; 12346, I. G. O.)

INSPECTION OF A GARRISONED POST.

69. Suggested order of inspection of a post:

Show order for inspection to commanding officer. (Par. 18, *ante*.)

Request detail of an orderly and of an officer to witness destruction of property (par 235, *post*), and of clerk if desired (par. 28, *ante*).

Distribute (through commanding officer) blank forms for return of troops, statistics, etc., to adjutant, quartermaster, commissary, surgeon, signal officer (or artillery engineer), and company commanders.

Send letters to officers named in A. R., 907 (par. 77, *post*), calling upon them for written reports, by name, of any officer under their immediate command who is incapacitated for service.

Request preparation of inventories and inspection reports of unserviceable property:

Attention invited to "Directions" on the blank forms.

When a survey is required. (Pars. 218, 223, 224, *post.*)

Public animals. (Par. 240, *post.*)

Public buildings. (Par. 246, *post.*)

Typewriting machines, quartermaster's property. (Pars. 221, 261, *post.*)

Subsistence supplies. (Par. 262, *post.*)

Surgical instruments, etc. (Pars. 221, 263, *post.*)

Cannon and their carriages, machine and automatic guns with their carriages and mounts, and cannon ammunition. (Pars. 221, 275, *post.*)

Electrical and mechanical installations and appliances furnished to the coast artillery by the Engineer or Signal department and forming part of the permanent seacoast defenses. (Pars. 221, 265, 293, *post.*)

Telescopes, field glasses, and expensive electrical Signal Corps apparatus. (Pars. 221, 294, *post.*)

Inspect money accounts of disbursing officers. (Par. 118, *post.*)

Commanding officer.

Adjutant. Post and regimental records.

Guardhouse. Post prison. Barracks and quarters, stables, etc.

Quartermaster's Department: Business methods of quartermaster. (Par. 31, *ante.*) Storehouses, reservation, water supply, cemetery, transportation, electric-light plant, stable and corral, ice plant, sewage and garbage, veterinarian, office, laundry, target range.

Subsistence Department.

Hospital. Dental surgeon. Nurses.

Post exchange: Store, restaurant, reading and recreation rooms, barber shop, laundry, tailor shop, and shoe repair shop. (G. O. 109, W. D., 1905.)

Signal Department: Post and range telephone systems.

Ordnance Department.

Machine-gun detachment.

Companies: Administration, records, etc.

Bakery.

Garden.

Schools, library, chapel, chaplain.

Gymnasium, athletics.

Engineer officer.

Inspect unserviceable property.

Collect reports from officers.

Make any investigations necessary under A. R., 907. (See par. 77, *post.*)

Furnish commanding officer list of irregularities and deficiencies. (Par. 109, *post.*)

Exercises.—Ceremonies and drills prescribed in the drill regulations of the various arms, first aid, signaling, a problem, fire drill, call to arms, etc.

70. Inspections of troops will be conducted as prescribed in the authorized drill regulations. When the command consists of more than one company the inspection will, if practicable, be preceded by a review. (A. R., 904.)

71. In the case of inspections by a superior commander, or by a staff officer deputed to perform that duty, such officer may prescribe any regulation uniform and equipment according to the special object which he has in view. (Cir. 13, A. G. O., 1891.)

72. Subjects which inspections of garrisoned posts should embrace. (A. R., 906.)

73. Special attention should be paid by inspectors to the extent and thoroughness of the instruction of troops, especially for field service. To this end such practical tests as are possible should be made in regard to the subjects prescribed in the various regulations and other authorized books. The problems or exercises for these tests should be adapted to the strength of the command, so that officers will, as far as possible, perform the duties which pertain to their rank, and an opportunity be thus afforded to observe their capacity to perform the duties that would devolve upon them in actual field service. These tests

should include the preparation of field orders, reports, sketching, etc.

The extent of the instruction of noncommissioned officers and soldiers, especially in scouting, patrolling, etc., should also be observed. At posts where there is sufficient wagon transportation to form a train, and where there are pack animals, practical tests of the instruction of these should be made.

A list of the authorized schools is given in paragraph 605, *post*, and the value of the training and instruction at these schools, as shown by the work of the graduates, should be observed as opportunities offer. At a number of posts there should be found bakers, cooks, farriers, blacksmiths, and saddlers who have been trained at the army schools.

Machine-gun platoons, the use of range finders by officers, and their ability to accurately estimate distances are other matters that should be inquired into. And, in general, it is desired that practical tests shall, as far as possible, be made to determine the result of the theoretical and practical instruction prescribed for the army. These are all matters which affect the efficiency of the command.

74. An inspector should require coast artillery troops to show proficiency as infantry to the extent ordered in General Orders, No. 93, W. D., 1905 (G. O. 106, W. D., 1908), and hence should turn them out for inspection other than at the guns, range towers, etc.

Each coast artillery enlisted man of the grades indicated in section I, paragraph 1, G. O. 23, W. D., 1906, will be provided with the arms and equipments therein prescribed for such enlisted men. They will not be provided with intrenching tools.

The coast artillery enlisted men turned out for inspection will not be provided with either field or surplus kits as such, except in immediate preparation for active duty in the field as infantry when specifically designated for such duty by orders from the War Department. In such case they also draw the intrenching tools prescribed in G. O. 23, W. D., 1906. (Sec. War, June 9, 1906; 10821, I. G. O.)

75. Inspectors are enjoined to test coast artillery troops in the service of coast defense material under both normal and emergency conditions. All fire and mine commanders and superior commanding officers present at a post on the occasion of an inspection shall be called on by the inspector to conduct personally a battle, fire, or mine command drill. (G. O. 106, *W. D., 1908, par. 9, 10.*)

76. Inspector will especially inquire into and report by name affirmatively or negatively as the case may be, whether the field officers of the command are believed to be physically fit to perform all their duties in the field. (G. O. 181, W. D., 1907.) Decided that line and staff are included in this requirement. (Scy. War, July 25, 1907; 11804–a, I. G. O.) The words "field officers" are held to include all officers below the grade of brigadier-general and above the grade of captain. (G. O. 198, W. D., 1907.)

77. Inspector while inspecting a command will call upon post, regimental, battalion, and company commanders and post surgeons for a report by name of any officer under their immediate command who is incapacitated for service either mentally, morally, or physically. When any officer is so reported the inspector will thoroughly investigate the case and submit his conclusions therein to the officer ordering the inspection. (A. R., 907.) The reports of commanders and surgeons will be in writing and signed by the officers making them.

78. Inspector will ascertain the number and percentage of desertions from each organization during the twelve months preceding the inspection, and, if abnormal, special inquiry as to the cause therefor will be made and the result briefly reported. (A. R., 906, sec. 7.) Ten per cent is regarded as abnormal. (I. G. O.)

79. Chaplains will not be required to turn out with troops on occasions of ceremony, but will be inspected at chapels, schoolrooms, libraries, or such places as may be designated by commanding officers. (A. R., 46.)

80. Hospital Corps will not be required to attend ceremonies, except when directed by the commanding officer, and will ordinarily be inspected and mustered at the hospital. (A. R., 1432.)

81. Chief baker will be inspected and mustered at the post bakery. (A. R., 336.)

82. One cook of a company and such of the regular attendants of a general mess as the commanding officer may designate will be inspected and mustered in the kitchen or mess hall. (A. R., 330.)

83. Extra and special duty men will attend as many inspections, drills, and other duties as the commanding officer deems practicable, unless specifically excused by higher authority. (A. R., 173.)

84. When practicable, the ambulance fully equipped for service will be presented for inspection with the animals attached. (A. R., 1451.) See par. 1011, *post.*

85. Inspectors will, at the annual inspection of posts, examine the methods adopted for the care and preservation of the library, condemn and destroy such books as may be unserviceable and worthless, and note action in their reports of the inspections of the posts. (A. R., 344.) See par. 156, *post.*

86. Inspectors should personally investigate complaints, especially those which may require action of War Department, such as general unfitness of recruits received, inferior quality of supplies, etc., and, when such complaints are of sufficient importance to record them in the inspection report, they will state their own views and conclusions. (Note 3, Form 5, I. G. D.)

87. Inspectors must give heed to all complaints of either officers or enlisted men. If they are well founded and too serious to correct by kindly advice they should be presented to the department commander, with a written statement of the accused accompanying the report, upon the return of the inspector to his station. (Par. 5, Cir. 22, W. D., 1903.)

Special instructions to inspectors.

88. *Coast Artillery Posts.*—In inspecting the work of range section of coast artillery companies assigned to 8-inch, 10-inch, 12-inch guns, and 12-inch mortars, inspectors should note that the plotted course of the target is actually traced on the plotting chart by drawing a line through the plotted positions of the target corresponding to each observation. With mortar batteries, two lines should be drawn, one through the plottings of the observed positions of the target and the other through the predicted points; the degree of coincidence of these two lines should be specially noted as a measure of the accuracy of the prediction work of the range section.

With a view to requiring officers and men of companies assigned to gun batteries to keep in mind the distinction existing between the plotted position of the target at the instant of observation, the prediction points based thereon, the setforward points corresponding thereto, and the "corrected" position of the last, inspectors should require range sections to execute a number of simple plotting exercises on an improvised plotting board or on the Whistler-Hearn board operated as an ordinary board, which should include the plotting of observed points (using hypothetical data), the setting off of prediction

points based thereon, and of set-forward points based on the latter, and marking on the chart the "corrected" position of the set-forward points; that is, the points corresponding to the corrected range and corrected deflection sent to the gun platform for pointing purposes. Inspectors should also require members of range sections to point out how the operations of the ordinary plotting board are abridged by the Whistler-Hearn board.

In inspecting the work on the gun platform of coast artillery companies assigned to 8-inch, 10-inch, and 12-inch guns, and of 6-inch guns supplied with a range-finding equipment, inspectors should note that the "corrected" range of the set-forward point, as transmitted from the plotting room, is distinctly and carefully plotted to the rectilinear axes of time and range, by a member of the gun detachment, on each gun platform. This plotting should be on a sufficiently large scale to be visible at any point of the gun platform. After plotting each range on its appropriate time line, a line should be drawn connecting the point plotted with the last point plotted and a prediction point made, on the prolongation of time-range line, on the next time line, to indicate, approximately, the plotted time-range point of the next range; this last point should be erased and replaced by the point corresponding to the next range sent from the plotting room, as soon as it is received. (12072–A, I. G. O.; G. O. 255, W. D., 1907.)

89. When the annual inspection of a coast artillery post is made during the closed season, and the guns are laid up in heavy slushing oil, it is not contemplated that the guns shall be manned and the time of loading and serving ammunition taken, but the inspection should develop whether or not the guns are properly protected and laid up in slushing oil. (Cir. 88, W. D., 1907.)

90. To see whether the Prov. Drill Regulations for Coast Artillery are complied with in inserting primers at drill and attaching the lanyard. (Cir. letter, I. G. O., Oct. 18, 1905; 10457, I. G. O.)

91. To inspect emplacement books to see that instructions for care and operation of 10-inch Taylor-Raymond chain ammunition hoists are entered where such hoists are installed. (Cir. letter, I. G. O., Dec. 8, 1904; 9781, I. G. O.)

92. To inquire into the instruction of field artillery battalions as tactical units and to give special attention to this subject in their reports. (Chief of Staff, May 23, 1905.)

93. To make test check between retained vouchers of the quartermaster and the clothing accounts of the organization, covering one or more issues since the preceding inspection. (Cir. letter, I. G. O., Dec. 27, 1905; 10558, I. G. O.)

94. To ascertain whether regulations for care and use of fur and blanket-lined canvas overcoats have been complied with. (Cir. letter, I. G. O., Mar. 28, 1906; 10712, I. G. O. See A. R., 1177, and Q. M. M., 623.)

95. To ascertain and report what telephones of post system are installed at places other than those prescribed in G. O. 97. W. D., 1906. (Cir. letter, I. G. O., June 5, 1907; 11697, I. G. O.)

To take especial notice of condition of all telephones and field glasses of the Signal Corps both in use and in storage, with a view to the remedying of such deficiencies or bad conditions as may be developed. (Cir. letter, I. G. O., July 14, 1904; 9513. I. G. O.)

96. In a number of reports of inspections of posts lack of uniformity in equipment or supplies has been reported as a deficiency, although all the articles referred to were in serviceable condition and had been issued by a supply department of the army. Lack of uniformity is to be regretted, but it is the policy of the War Department to continue in use, so long as they are serviceable, such articles, even though they may have been superseded by similar articles of a different pattern or color, and officers should receive credit instead of criticism for continuing them in use. (Cir. letter, I. G. O., Jan. 31, 1908; 12208. I. G. O.)

INSPECTION OF AN ARSENAL OR DEPOT.

97. The inspection of arsenals and depots of the various supply departments is of great importance and should be thoroughly and carefully made, and the conclusions be based as far as possible upon the personal observation of the inspector. It is impossible to prescribe, except in a general way, the manner and extent of the inspection. If written questions are submitted for answers of commanding officer they should not be sent until after the inspection has been commenced, as it is desirable that these inspections should be made under normal conditions. All statistical data obtained should be filed and not incorporated in the report unless their use is desired as a basis for remark.

The following subjects are suggested as matters for inquiry and investigation:

(*a*) *Officers.*—Names of those who are and have been in charge or on duty as assistants during period covered by inspection; capacity and manner in which duties are performed; amount of personal supervision and control exercised by officers over matters under their charge; number of officers sufficient or deficient for the duty; any disqualified for any reason for service.

(*b*) *Civilian employees.*—List of, with duties and compensation.

Determine by observation as far as possible if they are efficient and competent; that they actually perform the duties for which employed, reported, and paid. The actual presence of all employees should be verified. In the absence of retained receipt rolls, Form 1, Quartermaster's Department, may be used for this purpose; a comparison of this form with the time books in actual use is desirable.

Any change in number of such employees during period covered by inspection. Can any reduction in number be made without impairment to the service?

(*c*) *Enlisted men.*—If any enlisted men are on duty at the establishment, inquire as to their number, efficiency, and discipline; the state of their arms and equipments; sufficiency, uniformity, and fit of their clothing; their messing and medical attendance; the condition of their barracks and the facilities for bathing; whether the work performed by them is such as properly pertains to their position in the military service, and the necessity and economy for their being on such duty; whether the post exchange (at arsenal) is properly conducted.

Ordnance detachments should be inspected in ranks. Their arms and equipments are the same as prescribed for infantry. (See sec. I, par. 1, G. O. 23, W. D., 1906.)

(*d*) *Buildings and grounds.*—Location and extent of grounds. Number and capacity of buildings occupied and used, and sufficiency of same; owned by the United States or rented; if rented, what is the rate and is it reasonable; are buildings suitable and properly ventilated; any improvement of grounds or repairs to buildings since last inspection. Any new construction; if so, a list of buildings, material, purpose, and cost should be obtained for incorporation in report. Any improvements or repairs recommended.

What protection against fire; what means taken to prevent theft. Are these precautions satisfactory. If practicable, test fire system by unexpected fire alarm. [illegible] from fire or theft since last inspection

Water supply: service; cost. System of sewerage and drainage.

All buildings owned by the United States should be numbered. The grounds occupied should be gone over by the inspector to see that no unauthorized buildings have been erected; all buildings should be inspected and all rooms entered to observe the condition, arrangement, and use, and that the buildings are used solely for the purpose intended.

General appearance of the grounds in respect to cleanliness and good order.

To see that stores are systematically arranged, properly piled and stored, and that the rooms are neat, clean, and properly ventilated. To inquire into the system of lighting and whether any uncovered lights are used. Whether the storerooms are infested with rats or other vermin. If so, means taken to destroy them.

(*e*) *Business.*—Purpose and function of depot or arsenal.

Articles manufactured. List of principal ones.

Articles repaired. List of principal ones.

Articles purchased. List of principal ones.

Total disbursements during the period covered by inspection. Same during previous corresponding period.

Total expenditures for following purposes during period covered by inspection and for corresponding previous period: Rents; transportation; labor; purchases; repairs; new construction; miscellaneous.

Any unauthorized funds. (A. R., 320.)

Are all issues made in bulk.

For what period and for what number of troops are supplies kept on hand.

Any sales; if so, to what class of persons, and amount realized from such during period.

Any articles on hand in excess of needs.

Deficient supply of any articles.

Any articles on hand of unsatisfactory quality.

Value of the property condemned during the period covered by the inspection. Amount realized from sale of same.

Any sales of waste and accumulations under A. R., 683. (See par. 803, 804, *post.*)

What is the system of filling requisitions. Is it satisfactory. Is there any delay in filling requisitions.

(*f*) *Means of Transportation.*—Obtain a list of all kinds, showing purposes for which used. Necessity for. Condition.

(*g*) *Purchases.*—Are the regulations (A. R., 518 to 568 inclusive) strictly complied with; especially paragraph 543, that proposals will be opened and read aloud at the time and place appointed for the opening, and each proposal will then and there be numbered and entered on an abstract. The failure to comply with any requirements of this paragraph opens the door to irregularities and frauds in the award. The inspector should personally examine the methods of inspection of supplies delivered under contracts and assure himself that they are made by competent, honest inspectors; that the methods actually used are sufficient and that the supplies received are in all respects fully up to the requirements of the contract. In many cases standard samples are on hand which can be used in comparisons; where weights, widths, lengths, color, etc., are stipulated they should all be verified.

Examine the methods of receiving, handling, storing, and shipping property, to determine if properly and economically done.

(*h*) *Manufactures.*—If any articles are manufactured to inquire into the supply of the raw materials: Are they purchased as required by law; is the method of inspection used such as to insure the delivery of materials in the quantities and of the qualities contracted and paid for. Is the plant arranged so as to permit of the most economical handling of the articles in process of manufacture; for instance, do such articles travel in the same direction from process to process. Is there any system of cost keeping to determine the cost of the manufacture of each or of any of the articles made. Is the system satisfactory. How does the actual cost of some of the principal items compare with the published cost at which the articles are to be charged to officers and soldiers in case of sale or loss.

The inspector should note whether unauthorized articles, especially any intended for private use, are being made, and whether or not work of this kind is ever done. If so, the authority for same and the manner of reimbursement of the United States.

REPORTS OF INSPECTIONS, STATEMENTS OF IRREGULARITIES AND DEFICIENCIES, AND REMEDIAL ACTION REPORTS.

98. The written reports of inspectors-general and acting inspectors-general will set forth a correct return of the troops, the number present at and absent from the station and the absentees from inspection, and whet[illegible] ularities, etc., reported at last insp[illegible] which will

follow a statement of the results of the inspection, dealing only with defects, deficiencies, irregularities, recommendations, and commendations whereof the various items will be paragraphed and stated separately. These items will be grouped under the department within whose sphere the responsibility for the conditions stated falls, viz: Commanding officer, Quartermaster's Department, Corps of Engineers, etc. Brief statement will be made of the various drills and exercises held for the inspector and the report concluded with an exposition of the conclusions arrived at as to the military efficiency, discipline, and instruction of the command. (A. R., 905.)

99. Approved "Form for Report of an Inspection of a Garrisoned Post," with "Directions," and "Form for Statement of Irregularities and Deficiencies" are furnished to inspectors-general and acting inspectors-general from office of the Inspector-General of the Army. For these forms, see Appendix.

100. Reports of inspections of troops will contain a statement of the names of the various drills from the setting up exercises to the evolutions of the highest organization examined by the inspector. A similar statement will recite the tests of the classes in signaling and the Hospital Corps in litter-bearer drill and first aid to the wounded.

101. When public buildings are criticised, etc., in an inspection report, the designation and number (see A. R., 1028), should be given, as Barracks Nos. 5, 6; Officers' Quarters Nos. 7, 8; Granary No. 9, etc. (Cir. letter. I. G. O., Jan. 26, 1894; 52-A, 2, I. G. O.)

102. It is desired that inspectors mention in their reports, by name, officers who are deserving of commendation for the superior condition of their commands. (Cir. letter, I. G. O., Sept. 11, 1905; 10334-A, 1, I. G. O.)

103. In the inspection of a recruiting station, the inquiries and examinations by the inspector should be complete and searching; but so far as the conditions are found to be satisfactory a single general statement to that effect will suffice for the report. The statement of the results of the inspection should deal only with defects, deficiencies, irregularities, recommendations, and commendations (A. R., 905). So far as practicable the conclusions of the inspector should be based on his own observation rather than on the recruiting officer's replies to questions. To set forth statistics, descriptions, and other information, which are already of record in The Adjutant-Gen-

eral's office, is superfluous. (Cir. letter, I. G. O., Mar. 15, 1907; 10401, I. G. O.) See par. 938, *post*.

104. Reports of prescribed inspections of troops, stations, and accounts of disbursing officers under the authority of department or division commanders will be forwarded, through military channels, to The Adjutant-General of the Army and transmitted to the Inspector-General of the Army. In case irregularities, deficiencies, or misconduct are reported, a commander in forwarding a report will state what remedies he has applied or will apply to correct them, adding any recommendations that he may desire to make. All other reports of inspections will be forwarded directly to the Inspector-General of the Army, except when otherwise specially directed, and all inspection reports not confidential will be filed in his office. The Inspector-General will submit to the Chief of Staff all reports that contain matters requiring correction. (A. R., 902; 10455-A, I. G. O.) See paragraph 105, *post*.

105. The provisions of A. R., 902, as amended by G. O. 88, W. D., 1908 (continued as A. R., 902, 1908), contemplate that reports of inspections of arsenals, depots, general hospitals, recruiting stations, national cemeteries, money accounts of disbursing officers, etc., not under supervision of department or division commanders, shall be addressed and forwarded directly to the Inspector-General of the Army. (Cir. letter, I. G. O., July 10, 1908; 12262-A, I. G. O.)

106. Copies or extracts from an inspection report reflecting upon or commending the character or efficiency of an officer may be furnished him by the commander to whom the report is submitted. (A. R., 893.)

107. The Inspector-General of the Army will forward to the Secretary of War extracts of all inspection reports containing specially favorable or unfavorable mention of any officer. Extracts respecting officers of the line and chaplains will be sent through The Adjutant-General of the Army, and those respecting officers of the staff corps or departments through the respective chiefs of bureaus. Copies of unfavorable reports will be sent by chiefs of bureaus to officers reported upon, for their remarks, and these, when received, will be filed with the original extracts. (A. R., 841.)

108. The furnishing by inspectors of commendatory extracts from their inspection reports has not the sanction of custom or regulations. It is reserved for the commander to whom the report is submitted (or for higher authority) to determine

whether such commendatory extracts shall be furnished. (9799-C, I. G. O.)

109. On completion of an inspection of a post or other command of troops, the inspector-general or acting inspector-general will furnish its commanding officer a written statement of all irregularities and deficiencies observed, which will be kept on file for the information of commanding officers and inspectors. The commanding officer will, as soon as practicable, submit to the next higher commander a copy of this statement, with a report showing what remedies he has applied or will apply to correct each of the irregularities or defects found, and will recommend the proper action with regard to those that he has not power or authority to remedy. These reports and statements will be promptly forwarded through military channels to The Adjutant-General of the Army, by whom they will be transmitted to the Inspector-General. At arsenals, depots, and stations not under the supervision of division or department commanders, inspectors will furnish like statements, and commanding officers will forward copies thereof with their reports to The Adjutant-General for file with the inspection reports to which they pertain. (A. R., 908.)

110. When an inspector furnishes the commanding officer of a post, arsenal, recruiting station, etc., with a list of irregularities, defects, or deficiencies, under A. R., 908, his report of inspection will conclude with a statement to the effect that such list has been furnished.

111. Trivial matters verbally called to attention of officers concerned and corrected on the spot should not be included either in the report or list of irregularities, but all defects, deficiencies, and irregularities of sufficient importance to be recorded in the report should also be included in the list furnished the commanding officer under A. R., 908. (Directions 4, Form for Report of an Inspection of a Garrisoned Post.)

112. Recommendations of inspectors on matters where initiative remedial action is within the province of the commanding officer (as, for example, "It is recommended that a crematory be constructed at this post for burning garbage") should be included in the list of defects, etc., furnished the commanding officer, as well as in the report. (Directions 6, Form for Report of an Inspection of a Garrisoned Post.)

113. The report of remedial action required by A. R., 908, will be over the commanding officer's own signature, and the action taken or recommended will be given separately for each item

(numbered paragraph) on the list of irregularities and deficiencies. The commanding officer may, if necessary, obtain his information from responsible subordinates, but their reports should be filed in his office. (Cir. 14, W. D., 1906.)

114. Reports of remedial action under A. R., 908, from the commanding officers of coast artillery posts will be forwarded through the artillery district commanders. (Chief of Staff, Mar. 8, 1906; 10665, I. G. O.)

INSPECTION OF MONEY ACCOUNTS.

115. It shall be the duty of the Secretary of War to cause frequent inquiries to be made as to the necessity, economy, and propriety of all disbursements made by disbursing officers of the army, and as to their strict conformity to the law appropriating the money; also to ascertain whether the disbursing officers of the army comply with the law in keeping their accounts and making their deposits; such inquiries to be made by officers of the Inspection Department of the Army, or others detailed for that purpose: *Provided*, That no officer so detailed shall be in any way connected with the department or corps making the disbursement. Reports of such inspections shall be made out and forwarded to Congress with the annual report of the Secretary of War. (Act of Apr. 20, 1874; 18 Stat. L., 33.)

116. Inspection of disbursements and money accounts of disbursing officers required by act of April 20, 1874, will be made by officers of the Inspector-General's Department or by others detailed for that purpose, and, as far as practicable, at irregular intervals, but no officer so detailed shall be in any way connected with the corps or staff department making the disbursement. The frequency of these inspections will be regulated by the Secretary of War. (A. R., 901.)

117. The Inspector-General of the Army will keep the inspectors-general of the several military divisions or departments informed through the proper channels of such inspections of accounts of disbursing officers and of places not under the immediate command of the division or department commander as the Secretary of War desires shall be made by them. Division and department commanders in issuing orders for inspections involving travel will consider the most advantageous and economical plan. (A. R., 903.)

118. Inspectors will inquire as to the necessity, economy, and propriety of all disbursements, their strict conformity to the

law appropriating the money, and whether the disbursing officers comply with the law in keeping their accounts and making their deposits. (A. R., 909.)

119. Inspectors should investigate all infractions of the rules and regulations for conducting the business, keeping the records, and drawing checks; all disbursements, the necessity, economy, propriety, or legality of which are not clearly shown; or any irregularity whatever that may be developed by his "inquiry," and will note the result under the head of "Remarks" on the inspection report. (Note on Form 3, I. G. D.)

120. In inspecting paymasters' accounts inspectors will examine vouchers to see if they are properly filled out and briefed; that check books are kept in strict compliance with paragraph 72, Manual Pay Department, 1907, and that cash books are correctly kept, credits and debits for each day being properly posted. (9123, I. G. O.)

121. On the arrival of inspectors at posts the money accountability of all disbursing officers, such as quartermasters, commissaries, and post treasurers, should be inspected first. If cash is carried its verification should precede the inspection. (Par. 6, Cir. 22, W. D., 1903.)

Method of inspection.

122. The following are the general instructions for making inspections of money accounts:

(*a*) The inspector will obtain from the inspector-general of the division or department the lists of the disbursing officer's outstanding checks at date of last inspection and the balance of funds for which he was accountable at that date.

(*b*) He will require from the disbursing officer a statement of his money accounts since date of last inspection and the distribution of his funds at date of present inspection on "Form 3," I. G. D., with a list of his outstanding checks on "Form 3a," I. G. D. (a separate list for each depositary) to include the last check embraced in the current inspection. The statement of his money accounts and each list of checks outstanding must be signed by the disbursing officer.

(*c*) The distribution of funds at date of inspection will be verified as follows:

The cash reported on hand will be counted. This should be done at the beginning of the inspection. (See par. 121, *ante*.)

The number of the last check drawn included in the current inspection will be verified from the proper check book.

Amounts claimed as on deposit in the several depositaries as per their statements will be verified as to date and amount from their statements made to the disbursing officer.

For amounts claimed as deposited since last statement, the disbursing officer should have letters from the depositary notifying him of the credit.

Credit can not be claimed for funds in transit except for cash or checks en route from the disbursing officer to the depositary for his credit.

The list of checks now outstanding should be compared with the previous list, and all checks borne on that list as still outstanding may be checked as correct, and all checks not so marked should then be verified by their stubs as to date, number and amount. The list of outstanding checks, after having been footed and amount compared with that entered on the statement, will be forwarded immediately to the depositary as required by the instructions printed on the form.

(*d*) The check stubs should be compared with the depositary statements of paid checks to ascertain if they correctly report all checks paid. All checks must be accounted for as either paid, outstanding, or canceled.

(*e*) An examination should be made of the paid vouchers that have not been forwarded to the chief of bureau and comparison made with the check stubs and with the entries in the cash book to see that they agree. Nothing in these instructions shall be construed as limiting the inspector's scrutiny of all disbursements, inquiring into the propriety of the expenditures and verifying the correctness of the transactions.

(*f*) Checks for currency should be represented by cash vouchers, and the excess of cash with all cash receipts should be accounted for as replaced in the depositary (see depositary statements), or as cash on hand.

(*g*) The check stubs should be examined to ascertain if they are properly filled and required notations made.

(*h*) The cash book must show all receipts from the Treasury and from transfers taken up (see depositary notices of credit and invoices of funds), and that the disbursements, as well as the receipts, are entered in chronological order and under the proper appropriations. (R. S., 3643.)

(*i*) The total of the amounts disbursed, transferred, deposited to the credit of the Treasurer of the United States, and such other items as may be admitted as expenditures, for the period covered by the inspection, deducted from the total of receipts from all sources as shown by the cash book and the balance on hand at last inspection, will show the amount for which the officer is now accountable, and it should agree with the amount shown to be on hand by the statement of the distribution of funds.

(*j*) To the total amount of checks paid as shown by the bank statements received since last inspection, add the amount of checks reported as now outstanding, and from their sum deduct the amount of checks reported as outstanding at last inspection, and the remainder will be the total amount of checks drawn since last inspection.

(*k*) When the list of checks outstanding is received back from the depositary it will be verified as follows:

The officer's balance as reported by the depositary should equal the sum of the balance reported by the officer (Form 3), plus the amount of checks not marked "Paid," plus any credits reported by the depositary not claimed on the officer's statement, minus any checks paid not listed.

(*l*) In the Statement of the Money Accountability, on Form 3, I. G. D., errors frequently arise from misunderstanding of what is meant by the expression "Cash from checks issued" and its counterpart "Checks issued for cash." The latter expression includes all checks drawn by the disbursing officer in favor of himself under A. R. 603, and the amounts of all such checks must be embraced in the entries in the lower half of the statement, under the depositary or depositaries on which drawn. "Cash from checks issued" is the total of all checks drawn by the disbursing officer in favor of himself under A. R. 603 during the period covered by the inspection, and this total should be entered in the debit or upper half of the Statement of Money Accountability in the "Cash" column on the line of "Cash from checks issued." This last-mentioned total should equal the sum of the amounts entered on the credit or lower half of the statement under the depositary headings on the line of "Checks issued for cash."

(*m*) When cash is deposited to the credit of the Treasurer of the United States it should appear in the "Cash" column on the line "Deposited to credit of Treasurer U. S.," on Form 3, and not on the line "Cash deposited."

(*n*) At each inspection of money accounts the inspecting officer should note in each check book, on the back of the stub of the last check issued, the number of the last check included in the inspection, the balance on deposit in that depositary subject to check, and the total amount of checks outstanding on that depositary; also the amount of cash on hand, if any.

(*o*) Examine bond of each bonded officer.

(*p*) Conventional signs used by inspectors on the stubs of checks:

O means outstanding (at date of inspection).
√ means paid (as reported by depositary).
× means canceled check (verified).
— means saw voucher.

It is desirable that inspectors have a uniform method of marking stubs. Colored pencils (blue or green) will distinguish the inspector's marks from those of the disbursing officer.

Checks.

123. A disbursing officer may draw his check in favor of himself (*a*) to make payments of amounts not exceeding $20; (*b*) to make payments at a distance from a depositary; or (*c*) to make payments of fixed salaries due at a certain period. In the first and last named cases the check will be drawn not more than two days before the payments become due. In all other cases the checks will be drawn only in favor of the persons, firms, or corporations, by name, to whom the payments are to be made. (A. R., 603.)

Disbursing officer not authorized to draw a single check in favor of superintendent for payment of salaries to other employees, nor to draw it to his own order indorsed to his chief clerk for such payments. (Cir. 26, W. D., 1906.)

124. On the face of each check that he draws a disbursing officer will state his address, the object of the expenditure, the number or other necessary description of the voucher, and, in case of payment to an officer, enlisted man, or civilian employee, the period for which the payment is made. (A. R., 604.)

125. Disbursing officers shall identify their official checks with the vouchers upon which they are issued in payment by noting on each check the number or other necessary description of the voucher. (Treasury Dept. C[illegible] ar. 4.)

126. Officers ser[illegible] ining to more than on[illegible]

in any of the staff departments, will, in issuing checks, confine the designation of their official capacity to their rank and the particular staff department on account of which the checks are drawn. (A. R., 605.)

127. Checks for deposit of army paymasters' collections and soldiers' deposits will be dated on the last day of the month in which the collections are made or deposits received or when an account is closed. If the paymaster is unable to deposit checks on that date he will do so at the earliest practicable date. (M. P. D. 77.)

128. Should any officer make an erasure or alteration of any of his checks, however slight, he will certify to the correctness of such erasure or alteration on the upper margin of such check. (A. R., 613.)

129. The signing of a check for public money in blank is prohibited. (A. R., 641.)

130. Rubber stamps or the typewriter will not be used to insert the date, payee's name, or the amount of the check issued in payment of a public creditor, and all United States disbursing officers are instructed to use pen and ink for this purpose. (A. R., 604; G. O. 12 and 22, A. G. O., 1900.)

131. Mutilated or spoiled official checks upon the United States Treasurer or assistant treasurer will be forwarded promptly to the office to which they pertain, but mutilated or spoiled checks upon a national bank depositary will be forwarded promptly, for preservation and future reference, to the chief of bureau by whom issued, who will acknowledge the receipt of such checks. In either case a record of the dates of both cancellation and transmission will be entered on the stub. (A. R., 614.)

132. In making payments only official checks will be used. (A. R., 612.)

133. Checks outstanding for a longer period than three full fiscal years must be reported to the Secretary of the Treasury by the disbursing officer upon receipt of the statement of his disbursing account for the month of June of each year from the office or bank in which his funds are kept. (A. R., 609.)

134. Checks outstanding for a longer period than three full fiscal years, procedure necessary for payment. (A. R., 611; R. S., 308.)

135. Procedure when an original check is lost, stolen, or destroyed. (Treasury Dept. Cir. 47, 1908; A. R., 606.)

Check books and unused checks.

136. Official check books are issued by the Treasurer and assistant treasurers of the United States direct to disbursing officers who have public money on deposit with them. Those on national bank depositaries are furnished by chiefs of bureaus. Rules for issue, transfer, etc., accompany each book. (A. R., 612, 613.)

137. Check books will be kept under lock and key when not in use, and the serial numbers of the unused checks will be frequently examined to see that no check in the series is missing. (G. O. 110, A. G. O., 1901; M. S. D., 104; M. P. D., 71; S. C. M., No. 7, par. 228.)

138. An officer who for the convenience of any disbursing officer detaches any blank checks and stubs from the check book on the Treasurer or any assistant treasurer in his possession will take the receipt of such disbursing officer in duplicate for such checks by serial numbers and transmit one copy of the same in the manner directed in paragraph 2, G. O. 110, A. G. O., 1901. (G. O. 110, A. G. O., 1901, par. 3.)

139. Under no circumstances will unused check books or blank checks taken from check books on the Treasurer or an assistant treasurer be kept for an unreasonable time in the possession of any disbursing officer of the War Department. (G. O. 110, A. G. O., 1901.)

140. An officer relieved from duty as a disbursing officer and having a check book on the Treasurer or an assistant treasurer in his possession will cut from the book the stubs used by him (to be filed with his retained papers), and will transfer the unused checks and stubs to his successor, taking a receipt therefor in duplicate, which shall describe the unused checks by their serial numbers, one copy of which will be transmitted by the officer relieved to the Treasurer or to the assistant treasurer by whom the check book was originally issued. Before transferring any check book the transferring officer will first examine the unused checks to see that there is no break in the serial numbers showing that checks are missing. (G. O. 110, A. G. O., 1901.)

141. Check books of paymasters will be kept in condition for inspection by an inspector-general, chief paymaster, authorized inspector at any moment. (M. P. D., 72.)

142. Disbursing officers will here
each capacity in which they may

checks on the same depositary at the same time, and to exhaust first the lowest numbered series on hand. (G. O. 133, A. G. O., 1890.)

Certificates of deposit.

143. Regulations governing. (A. R., 615–620; Cir. 9, W. D., 1906.)

Proceeds of sales.

144. Regulations governing. (A. R., 621–623.)

145. That from the proceeds of sales of old material, condemned stores, supplies, or other public property of any kind, before being deposited into the Treasury, either as miscellaneous receipts on account of "proceeds of Government property" or to the credit of the appropriations to which such proceeds are by law authorized to be made, there may be paid the expenses of such sales, as approved by the accounting officers of the Treasury, so as to require only the net proceeds of such sales to be deposited into the Treasury, either as miscellaneous receipts or to the credit of such appropriations, as the case may be. (Act June 8, 1896; 29 Stat. L., 268; Cir. 27, W. D., 1906.)

146. The act of June 8, 1896 [see preceding paragraph], authorizing the payment of expenses, "as approved by the accounting officers of the Treasury," incurred in the sale of old material, etc., from the gross proceeds thereof, and the payment into the Treasury of the net proceeds only, does not require that such expenses shall be so approved before payment, but simply that an itemized account thereof shall be rendered to the accounting officers for settlement as any other item of expenditure of government funds. (III Comp., 149.)

147. Decision of the Comptroller of the Treasury in regard to disbursing officers depositing proceeds of sales with a government depositary to their official credit, pending payment of expenses of sales; retention beyond thirty days of so much thereof as may be necessary for payment of expenses of sales, etc. (Cir. 27, W. D., 1906.)

148. Of subsistence supplies are immediately available for the purchase of fresh supplies. (A. R., 621.)

149. Of surplus ice, surplus electric light and power, and proceeds from laundry work done for other branches of the Government. (Army appropriation act, Mar. 2, 1905; G. O. 40, W. D., 1905, p. 14; and subsequent annual army appropriation acts.)

150. Of manure sold at posts. (See par. 664, *post.*)

151. Hereafter all moneys arising from dispositions of serviceable medical and hospital supplies authorized by law and regulation shall constitute one fund on the books of the Treasury Department, which shall be available to replace medical and hospital supplies throughout the fiscal year in which the dispositions were effected and throughout the following fiscal year. (Act June 12, 1906; G. O. 115, W. D., 1906, p. 25.)

152. Fiscal year to which funds pertain which are received for subsistence supplies when payment is made in a later fiscal year than the one in which the stores were delivered. (Dec. Comp. June 19, 1906; Cir. 37, W. D., 1906.)

153. Old typewriting machines exchanged for new ones. (Cir. 1, W. D., 1906.)

154. Of useless ordnance material. (Act Mar. 3, 1875; Sup. R. S., vol. 1, p. 74.) Of serviceable ordnance and ordnance stores. (Act April 23, 1904; G. O. 76, W. D., 1904, p. 29.)

155. The transfer of public property from one bureau or department to another is not regarded as a sale. Vouchers for property so transferred will be sent through the chief of the bureau concerned to the proper accounting officer of the Treasury Department for settlement. If credit is received therefor the money may be used to replace the property transferred. (A. R., 623.)

156. Books for a post library purchased out of post-exchange funds or donated to the library are not "public property" within the meaning of sec. 3618, Rev. Stats. Proceeds from a sale of them may, therefore, legally be expended in the purchase of new books. (D. J. A. G., 2283.)

Appropriations.

157. Regulations governing fiscal years and accounts current. (A. R., 624–634.) Also see pars. 186–189, *post.*

Money vouchers.

158. Preparation of, etc. (A. R., 635–658.)

159. The practice of requiring public creditors to receipt for moneys in advance of actual payment will be discontinued after September 30, 1907. No payments made after said date shall be evidenced by a receipt, except where receipts are required either by law or [illegible] [illegible]ch payments are made in

cash, that is, currency. (Treasury Dept. Cir. No. 52, 1907, par. 1.)

The giving or taking of a receipt for public money in blank or in advance of actual payment is prohibited. (A. R., 641.)

160. After September 30, 1907, no receipt for moneys paid by disbursing officers' checks shall be required or taken by disbursing officers except where receipts are required either by law or contract. Disbursing officers will note on vouchers for check payments the date, number, name of payee, and amount of the check and the name of the depositary on whom drawn. (Treasury Dept. Cir. No. 52, 1907, par. 2.)

161. A voucher for a payment made or an invoice for money transferred will have noted thereon the number, date, and amount of checks given and the depositary on which drawn. If payment or transfer is made with currency, wholly or in part, the facts will be stated and a receipt given for the currency. (A. R., 644.) See A. R., 642.

162. All vouchers for payment by disbursing officers, except those required by law to be verified by affidavit, and the expense accounts of the civilian officers, employees, and agents of the Government, which shall be verified by affidavit as heretofore, shall be certified by the claimant as correct and just, except that vouchers for personal compensation for services rendered under the personal supervision of some administrative officer and so certified by him need not be certified by the claimant, provided the voucher describes specifically the position, the rate of compensation, and the period covered. (Treasury Dept. Cir. No. 52, 1907, par. 3.)

163. Disbursing officers shall make cash payments only in cases authorized by Treasury Department Circular No. 102, dated December 7, 1906, and then in only those cases where the payment is made by the disbursing officer in person, or by his deputy, and the exchange of money and the receipt therefor is simultaneous. (Treasury Dept. Cir. No. 52, 1907, par. 5.)

NOTE.—For Treasury Circular No. 102, see par. 196, *post*.

164. When payments are made in cash, that is, currency, they must be evidenced by a statement of such fact in the receipt and in substantially the following form (except upon pay rolls which shall embody instructions calculated to insure the receipt thereof only under the conditions laid down in the form given in this paragraph):

"Received from ——— ——— in person, or by his deputy, and in cash, the sum of ——— dollars and ——— cents, in full

payment of voucher No. ———, account ———." (Treasury Dept. Cir. No. 52, 1907, par. 6.)

165. The form of the signature to the certificate, and to the receipt when required, and the name of the person or business firm as entered at the head of an account must be literally alike. When a signature is not written by the hand of the party it must be witnessed by a disinterested party, a commissioned officer when practicable. (A. R., 650, 651.)

166. Unless required by law, vouchers shall not be taken in exact duplicate, triplicate, etc. Only one copy of a voucher, the original, shall contain signed certifications, approvals, and receipts. As many copies, in memorandum form, duly authenticated if desired, may be taken as administrative requirements demand. (Treasury Cir. No. 52, 1907, par. 7.) See A. R., 635.

167. When a fraction of a cent less than one-half occurs in the footing of a voucher it will be disregarded. If the fraction be one-half or greater, it will be reckoned as a cent. (A. R., 639.)

168. Rules for computation of time in payment of services. (A. R., 655.)

169. A voucher for purchases and services not personal will show thereon the mode of purchase or engagement, using the form of notations on the standard prescribed forms. (A. R., 640.)

170. When copies of papers are necessary to establish the validity of a voucher in a disbursing officer's account, the copies must be certified by some officer other than the disbursing officer claiming credit on the voucher. (Cir. 15, W. D., 1903.)

171. Disbursing officers will not issue vouchers for unpaid accounts as due bills against the United States, but a certified statement of personal services and of wages due may be given to a discharged employee who for want of funds was not paid at time of discharge. (A. R., 654.)

172. It is very doubtful whether an officer of the Government would be justified, in the absence of a law authorizing it, in paying public money to a bank in the purchase from it of a draft or bill of exchange. I am of the opinion that the vouchers of the class you refer to (for purchases made abroad) should ordinarily be paid by official check in the manner prescribed by Treasury Department Circular No. 52, 1907. In exceptional cases (as when the creditors will not receive official checks because of delay and expense of collection) a most liberal construction of existing law would justify the purchase of international post-office money orders with which to effect payments.

These orders can be purchased through checks drawn to the order of the postmaster. A memorandum of the transaction, showing the number of the order, its amount in foreign money, name of the payee, and the place on which drawn, should be obtained from the postmaster, and the disbursing officer's statement that the order had been mailed to the payee should be attached to the voucher. (Comp. Dec. 4, 1907; 12393, I. G. O.)

173. Pecuniary responsibility of officers who issue orders for expenditure of money. (A. R., 657, 658.)

174. Sundays and holidays are days for which pay is allowed, therefore when the last day of the month falls on Sunday or a holiday, payment for the month can not be made on the preceding day without a violation of section 3648, Revised Statutes. (Cir. 2, A. G. O., 1886.)

Disbursing officers.

175. Disbursing officers of the Quartermaster's, Subsistence, and Pay Departments, before entering upon the duties of their respective offices, will give bonds as required by law. Chiefs of bureaus will see that such bonds are examined as to sufficiency of sureties at least once in two years, and renewed once in four years, or more frequently if necessary. (A. R., 569; R. S. 1191.)

176. Under the provisions in the act of February 2, 1901, that certain vacancies in the Quartermaster's Department of the Army "shall be filled by detail from the line" for a period of four years, officers so detailed are officers of the Quartermaster's Department within the meaning of section 1191, Revised Statutes, and they are required to give bonds to faithfully account for all public moneys or property which they may receive. (7 Comp. 793, June 10, 1901.) (Also applicable to officers detailed to the Subsistence and Pay Departments.)

177. When an officer is relieved from duty in a staff department at any station he will certify outstanding debts, if any, to his successor, and transmit a list of the same to the head of the proper bureau. Unless otherwise ordered, he will turn over to his successor the public money, property, books, and papers pertaining to the service from which he is relieved. (A. R., 634.)

178. When unexpended balances are deposited to the credit of the Treasurer of the United States they should be so deposited in the depository in which the officer has such balances, and

cash on hand will be deposited in the nearest designated depository for public funds. When the unexpended balances are transferred to another officer of the same department such transfer must in all cases be effected by an actual transfer of funds, whether by cash or by transfer check upon the proper depository. In the latter case the check must be immediately transmitted by the payee for transfer to his credit. If the officer after approval of his new bond is again placed in funds by the officer to whom his former balance was transferred, care will be taken that the amount so remitted will vary in amount from that received. (Cir. 2, W. D., 1903.)

179. If any disbursing officer shall bet at cards or any game of hazard, his commanding officer will suspend his functions, require him to turn over all public funds in his keeping, and will immediately report the case to the proper bureau of the War Department. He will also report the case to the department commander, who will at once convene a court-martial for the trial of the officer. (A. R., 597.)

180. No officer disbursing money for the military service, or directing the disbursement thereof, shall be concerned individually, directly or indirectly, in the purchase or sale of any article intended for, used by, or pertaining to the department of the public service in which he is engaged. (A. R., 594.)

181. No officer or clerk of a disbursing officer shall be interested in the purchase of any soldier's certificate of pay due, or any other claim against the United States. (A. R., 595.)

NOTE.—But when an officer purchases final statements as an accommodation to the soldier, and not himself profiting thereby, payment will be admitted on the officer's certificate to the facts. (M. P. D., 393.)

182. Officers or agents in the military service will not purchase supplies for the Government from any other person in the military service, nor contract with any such person to furnish supplies or service to the Government, nor make any Government purchase or contract in which such person shall be admitted to share or receive benefit. (A. R., 596.)

183. An officer is not authorized to insure public money or property. (A. R., 600.)

184. On and after October 1, 1907, all disbursing officers who, for any reason (e. g., separate bonds, etc.), are required to render separate and distinct accounts to the auditors of the Treasury Department, shall keep separate and distinct accounts of their funds in the government d[illegible] all unmistak-

ably designate such *several depositary accounts* on their vouchers, requisitions, deposits, and accounts current. (Treasury Dept. Cir. No. 52, 1907, par. 9.)

185. When partial payments are made on account of salaries or wages and claim for credit for the same is deferred until completed payment for the period has been made, the amounts of such partial payments constitute a part of the acknowledged balance, and the total of such amounts, together with the facts, shall be set out in the analysis of balance provided by the standard form prescribed by Treasury Department Circular No. 46, dated May 24, 1906. (Treasury Dept. Cir. No. 52, 1907, par. 11.)

186. The balances acknowledged by disbursing officers and their analyses thereof must actually represent the state of their business at the close of the last day for which the accounts are rendered. They must so order their business that they may, when called upon so to do, close their accounts and analyze their acknowledged balances. (Treasury Dept. Cir. No. 52, 1907, par. 12.)

187. All transactions coming within the time covered by an account shall be reported therein. No payments or collections not actually made during the period of an account shall be included therein. The provisions of this paragraph do not apply to partial payments of salaries or wages which are provided for by paragraph 11, Treasury Dept. Cir. 52, 1907. (Treasury Dept. Cir. 52, 1907, par. 13.) See par. 185, *ante*.

188. If disbursing officers do not for any reason receive from their depositaries the monthly statements required to be rendered to them by paragraph 16, Treasury Dept. Cir. 52, 1907, in time for them to analyze their balances in the manner contemplated by the standard form of account current prescribed by Treasury Department Circular No. 46, dated May 24, 1906, they shall not delay the rendition of their accounts so as to make them delinquent, but shall compute their net balances from their check stubs and state that such balances are so computed, together with a report of the cause of their failure to compute such balances in the prescribed manner. (Treasury Dept. Cir. No. 52, 1907, par. 14.)

189. Each officer disbursing in part by cash and drawing his official checks to obtain cash to make payments shall render with his account current a subsidiary cash account, the balance of which should agree or be reconciled with his cash as shown by his analysis of balance with his account current. (Treasury Dept. Cir. No. 52, 1907, par. 15.)

190. The use of moneys for purposes other than those for which appropriated, liquidation of liabilities of one fiscal year by use of moneys appropriated for another, and expenditures in a fiscal year of any sum in excess of appropriations for that year, or involving the Government in any contract for future payment of money in excess of appropriations, except as authorized by A. R., 518, are prohibited. (A. R., 584. See also R. S. 3678; and R. S. 3679 as amended by act of Feb. 27, 1906, p. 3, G. O. 69, W. D., 1906.)

191. Every person who shall have moneys of the United States in his hands or possession, and disbursing officers having moneys in their possession not required for current expenditure, shall pay the same to the Treasurer, an assistant treasurer, or some public depositary of the United States, without delay, and in all cases within thirty days of their receipt. (R. S. 3621, amended by act May 28, 1896; 29 Stat. L., 179.)

192. Public money, subject to disbursement, coming into the hands of an officer from any source will be promptly placed by him to his credit with the Treasurer or an assistant treasurer of the United States, or a duly designated depositary, or else transferred to a disbursing officer of that branch of the public service to which the money pertains. Exceptions to this rule are allowed in the cases and to the extent authorized by A. R., 591, and in cases where an officer, when stationed on the extreme frontier or at a place far remote from depositaries, has been specially authorized by the Secretary of War to keep at his own risk such money as may be intrusted to him for disbursement. Money in hand, subject to disbursement, may be disbursed at once without being placed in depositaries if a payment is due. (A. R., 590.)

193. Recruiting officers and officers doing subsistence duty at posts or independent stations are authorized to keep on hand, at their own risk, moneys pertaining to the appropriation "Subsistence of the army" in such restricted amounts as may be necessary for facilitating payments of small amounts to public creditors. (A. R., 591. See act March 2, 1907; G. O. 48, W. D., 1907, p. 14.)

194. Commissaries on United States transports plying between the United States and Cuba or Porto Rico are authorized to keep in their personal possession, at their own risk, not to exceed $500 subsistence funds; those on transports plying between the United States and the Philippine Islands, not to ex-

ceed $4,500 subsistence funds. All money received by transport commissaries from the sale of subsistence stores, or meals furnished aboard, in excess of the above amounts, will be transferred to such officer of the Subsistence Department as may be directed by the Commissary-General at the end of each journey. (G. O. 52, A. G. O., 1900.)

195. Disbursing officers of the War Department, stationed in Cuba, Porto Rico, Philippine Islands, and Alaska, being far remote from designated depositaries, are specially authorized by the Secretary of War to keep, at their own risk, moneys received in coin or currency which they may be authorized to disburse, and such moneys as may be officially intrusted to them for disbursement. (G. O. 22, 89, A. G. O., 1899; G. O. 61, A. G. O., 1900; G. O. 120, W. D., 1905.)

196. Treasury Department Circular No. 102, December 7, 1906, is as follows:

"The following sections of the Revised Statutes are published for the information and guidance of all concerned:

"'SECTION 3620. It shall be the duty of every disbursing officer having any public money intrusted to him for disbursement, to deposit the same with the Treasurer or some one of the Assistant Treasurers of the United States, and to draw for the same only as it may be required for payments to be made by him in pursuance of law (and draw for the same only in favor of the persons to whom payment is made;) and all transfers from the Treasurer of the United States to a disbursing officer shall be by draft or warrant on the Treasury or an Assistant Treasurer of the United States. In places, however, where there is no Treasurer or Assistant Treasurer, the Secretary of the Treasury may, when he deems it essential to the public interest, specially authorize in writing the deposit of such public money in any other public depository, or, in writing, authorize the same to be kept in any other manner, and under such rules and regulations as he may deem most safe and effectual to facilitate the payments to public creditors.

"'SEC. 5488. Every disbursing officer of the United States who deposits any public money intrusted to him in any place or in any manner, except as authorized by law, or converts to his own use in any way whatever, or loans with or without interest, or for any purpose not prescribed by law withdraws from the Treasurer or any Assistant Treasurer, or any authorized depositary, or for any purpose not prescribed by law transfers

or applies any portion of the public money intrusted to him, is, in every such act, deemed guilty of an embezzlement of the money so deposited, converted, loaned, withdrawn, transferred, or applied; and shall be punished by imprisonment with hard labor for a term not less than one year nor more than ten years, or by a fine of not more than the amount embezzled or less than one thousand dollars, or by both such fine and imprisonment.'

"In accordance with the provisions of the above sections, any public money advanced to disbursing officers of the United States must be deposited immediately to their respective credits, with either the United States Treasurer, some Assistant Treasurer, or by special direction of the Secretary of the Treasury, with a national bank depositary nearest or most convenient, except—

"1. Any disbursing officer of the War Department, specially authorized by the Secretary of War, when stationed on the extreme frontier or at places far remote from such depositaries, may keep, at his own risk, such moneys as may be intrusted to him for disbursement.

"2. Any officer receiving money remitted to him upon specific estimates may disburse it accordingly, without waiting to place it in a depositary, provided the payments are due and he prefers this method to that of drawing checks.

"Any check drawn by a disbursing officer upon moneys thus deposited must be in favor of the party, by name, to whom the payment is to be made, and payable to 'order,' with these exceptions:

"(1) To make payments of amounts not exceeding $20, (2) to make payments at a distance from a depositary, and (3) to make payments of fixed salaries due at a certain period; in either of which cases any disbursing officer may draw his check in favor of himself, or 'order,' for such amount as may be necessary for such payment, but in the first and last named cases the check must be drawn not more than two days before the payments become due.

"Any disbursing officer or agent drawing checks on moneys deposited to his official credit, must state on the face or back of each check the object or purpose to which the avails are to be applied, except upon checks issued in payment of individual pensions, the special form of such checks indicating sufficiently the character of disbursement. If the object or purpose for which any check of a public disbursing officer is drawn is not

stated thereon, as required, or if any reason exists for suspecting fraud, the office or bank on which such check is drawn will refuse its payment.

"Such statement may be made in brief form, but must clearly indicate the object of the expenditure, as, for instance, 'pay,' 'pay roll,' or 'payment of troops,' adding the fort or station, 'purchase of subsistence,' or other supplies; 'on account of construction,' mentioning the fortification or other public work for which the payment is made; 'payments under $20,' etc.

"Any check drawn by a United States disbursing officer payable to himself, or 'order,' 'to make payments of amounts not exceeding twenty dollars each,' under the provisions of this circular must bear indorsed thereon the names of the persons to whom the amount drawn is to be paid, or be accompanied by a list, or schedule, made a part of the check, containing the same information.

"The object, or purpose, to which the avails are to be applied in case of any check drawn by a disbursing officer of the Army for an amount to be retained in his possession by authority of the Secretary of War, given under the provisions of this circular, or by any disbursing officer given such special authority by the Secretary of the Treasury, under the provisions of section 3620, Revised Statutes of the United States, must be clearly indicated by a statement on the check that it is to obtain cash to hold in personal possession, and date of authority given so to hold funds. Checks will not be returned to the drawer after their payment but will be retained by the depositary arranged separately by officers and consecutively by number and date convenient for ready reference as they are liable to be called for by the Department at any time as evidence of proper payment. The depositary will furnish each disbursing officer with a detailed monthly statement of his account.

"All disbursing clerks and agents of the Executive Departments, independent offices, and commissions, and offices under and part of the Executive Departments located in the District of Columbia, to prevent carrying unnecessary balances of cash, are directed to deposit, on or before the 5th and 20th of each month, with the Treasurer of the United States, to their official credit subject to check, any and all balances of cash drawn to meet pay rolls and remaining in their hands; and thereafter, until the next regular pay day, to make payments appropriate to be made by check and not in cash.

"Deposits to the credit of the Treasurer of the United States on account of repayment of disbursing funds must be made with the office or bank in which such funds are to the credit of the disbursing officer. Disbursing officers are not authorized to transfer funds standing to their credit with one depositary to their credit with another depositary; such transfers will be made by the Secretary of the Treasury upon the requests of the heads of the departments under which the officers are serving.

"No allowance will be made to any disbursing officer for expenses charged for collecting money on checks.

"Whenever any disbursing officer of the United States shall cease to act in that capacity he will at once inform the Secretary of the Treasury whether he has any public funds to his credit in any office or bank, and, if so, what checks, if any, he has drawn against the same, which are still outstanding and unpaid. Until satisfactory information of this character shall have been furnished, the whole amount of such moneys will be held to meet the payment of his checks properly payable therefrom.

"In case of the death, resignation, or removal of any disbursing officer, checks previously drawn by him will be paid from the funds to his credit, unless such checks have been drawn more than four months before their presentation, or reasons exist for suspecting fraud. Any check previously drawn by him and not presented for payment within four months of its date will not be paid until its correctness shall have been attested by the Comptroller of the Treasury or his chief clerk.

"Every disbursing officer, when opening his first account, before issuing any checks, will furnish the depositary on whom checks are drawn, with his official signature duly verified by some officer whose signature is known to the depositary.

"For every deposit made by a disbursing officer, to his official credit, a receipt in form as below shall be given, setting forth its serial number and the place and date of issue; the title of each officer shall be expressed, and the title of the disbursing account shall also show for what branch of the public service the account is kept, as it is essential for the proper transaction of departmental business that accounts of moneys advanced from different bureaus to a disbursing officer serving in two or more distinct capacities be kept separate and distinct from each other, and be so reported to the department both by the officer and the

depositary, the receipt to be retained by the officer in whose favor it is issued.

"No. —— . "OFFICE OF THE U. S.

"(ASSISTANT TREASURER OR DEPOSITARY),

——, ———, 190—.

"Received of . dollars, consisting of ——, to be placed to his credit as , and subject only to his check in that official capacity.

——,

"*United States (Assistant Treasurer or Depositary).*

"$ ——.

"These regulations are intended to supersede those of August 14, 1897, and circular of April 17, 1899, amendatory thereof."

Treasury Department Circular No. 17, March 19, 1908, amends the foregoing (Treasury Department Circular No. 102, 1906) as follows:

"1. The deposit of cash balances on the 5th and 20th of each month required by Treasury Department Circulars Nos. 39 and 102, dated, respectively, April 10 and December 7, 1906, need not be made hereafter, but cash obtained for making payments of salaries may be retained by disbursing officers, for the purpose of paying the proper persons in cash, not to exceed thirty days from and after the period during which the services were rendered.

"2. To enable them to make payment of salaries in cash at times other than regular pay days, disbursing officers in the District of Columbia may, upon written application, obtain from the Secretary of the Treasury permission to keep in their possession and at their own risk additional moneys not to exceed specific amounts fixed by him.

"3. The Auditors of the Treasury Department shall, in the examination of the accounts of disbursing officers generally, report to the Secretary of the Treasury any excessive cash balances discovered.

"4. Disbursing officers drawing checks payable to themselves or order for the purpose of making payments of amounts not exceeding $20 each need not hereafter accompany such checks with the lists or schedules of the names of the persons to whom the amounts drawn are to be paid.

"5. Treasury Department Circulars Nos. 39 and 102, dated, respectively, April 10 and December 7, 1906, are amended accordingly."

Depositaries.

197. To render statements to disbursing officers. (Treasury Dept. Cir. No. 52, 1907, pars. 16, 17, 19.)

198. National-bank depositaries to list paid checks consecutively by number in the monthly statements to U. S. disbursing officers. (Treasury Department Regulations, Dec. 7, 1906; 12034, I. G. O.)

199. To render statements of disbursing officers' accounts to inspecting and administrative officers upon their request when engaged in the duly authorized inspection of accounts. (Treasury Dept. Cir. No. 52, 1907, pars. 17, 19.)

200. Lists of national-bank depositaries designated for the use of disbursing officers, with the amounts of securities filed by each with the United States Treasurer, will be published from time to time in orders from the War Department. (A. R., 586.)

201. When there are two or more designated depositaries in the same place, credit should be so regulated by each disbursing officer there stationed as to maintain, as far as possible (by deposits, disbursements, and transfers), a proportion between the amount of his credit at each depositary and the amount of securities filed by it with the United States Treasurer. (A. R., 587.)

202. Transfers from one depositary to another are not authorized except through the Treasury Department. (A. R., 587.)

Closing statements.

203. When an officer ceases to act as a disbursing officer, or for any reason closes his accounts, he will prepare a closing statement of his money accounts, from date of last inspection to and including the closing of his accounts, with a separate list of checks outstanding for each depositary. If he is under the command of a division or department commander, or his accounts are assigned for inspection to the division or department inspector, he will forward the statement and list of checks to division or department headquarters, through military channels, for the usual action, including inspection if practicable. If disbursing under the direction of the Secretary of War without such assignment, he will forward his papers directly to The Adjutant-General of the Army, who will transmit them to the Inspector-General of the Army. (A. R., 910.)

In case of a closing statement submitted under this paragraph by a disbursing officer changing station, the original list, or lists, of checks outstanding and the balance, if any, will, after verification, be furnished the inspector-general of the department to which the disbursing officer is transferred. (4912–B, I. G. O.)

Reports of inspections, etc.

204. A statement of receipts and expenditures and of the distribution of funds (Form 3, I. G. D.), with lists of outstanding checks (Form 3a, I. G. D.), will be submitted by the disbursing officer to the inspector, who should immediately transmit the lists of outstanding checks to the several depositaries. Upon return from a depositary, balances will be verified and noted on the inspection report, which will then be forwarded to the Inspector-General, with a copy of each list of outstanding checks and the indorsements thereon. The original lists will be retained by the inspector to be used at the next inspection of the officer's accounts, and then sent to the Inspector-General. (A. R., 909.)

For instructions as to forwarding, filing, etc., reports of inspections of money accounts, see pars. 104, 105, and 115, *ante*.

INSPECTION OF PROPERTY FOR CONDEMNATION.

205. The Congress shall have power to dispose of and make all needful rules and regulations respecting the territory or other property belonging to the United States. (Constitution, Art. IV, sec. 3.)

206. The President may cause to be sold any military stores which, upon proper inspection or survey, appear to be damaged, or unsuitable for the public service. Such inspection or survey shall be made by officers designated by the Secretary of War, and the sales shall be made under regulations prescribed by him. (R. S., 1241.)

207. Section 1241, Revised Statutes, is the reenactment of the statute of March 3, 1825 (4 Stats., 127), entitled "An act to authorize the sale of unserviceable ordnance, arms, and military stores," and in regard to which Attorney-General R. B. Taney (to whom the question had been submitted by the President) said:

"After the passage of this law and the regulations made under it, I think it evident that no sale of ordnance, or im- or stores of any description, can lawfully be made witho

order of the President, upon proper inspection and condemnation as therein directed, and according to the regulations of the War Department on this subject above referred to." (2 Op. 580.)

That opinion clearly answers the question as to how unserviceable stores may legally be disposed of, and is, in my opinion, as applicable to-day as it was when written. (J. A. G., Feb. 7, 1895; 543, I. G. O.)

208. The Constitution gives to Congress the "power to dispose of and make all needful rules and regulations respecting the territory or other property belonging to the United States," and it is well settled that no public property can be disposed of without the authority of law, either by an express act of Congress for that purpose or by giving the authority to some Department or subordinate agent. Congress has given authority to "cause to be sold any military stores which, upon proper inspection or survey, appear to be damaged, or unsuitable for the public service" (sec. 1241, R. S.); but no authority to sell military stores which have not been condemned as unserviceable, and the sale of the mules in question was therefore illegal. (Op. J. A. G., Sept. 12, 1899; 4752, I. G. O.)

209. *Held*, that section 1167, Revised Statutes, does not direct or authorize the Chief of Ordnance, subject to the approval of the Secretary of War, to draw up and enforce in his department a system of rules and regulations for the *inspection* of ordnance property with a view to its condemnation and sale or destruction. (D. J. A. G., par. 1862.)

210. The word "unsuitable," as used in section 1241, Revised Statutes, evidently refers to some unfitness for use other than that caused by being "damaged." Uniform clothing, for instance, of sizes that could not be used would be *unsuitable*. But *held* that the meaning of the word could not properly be restricted to things of a quality inferior to that which is required for the service. A thing may be unsuitable by reason of its being of such superior quality as not to be adaptable for the purpose for which it was intended. And *held* that military stores can not properly be deemed *unsuitable* under this statute for the *sole* reason that they are *in excess of the quantity* required for use. (D. J. A. G., 2279.)

211. Under the provisions of section 1241, Revised Statutes, that military stores which are "unsuitable for the public serv- · be sold," a [illegible] which it is found inexpedient to trans-

port to a place where they can be serviceable may be condemned and sold. (7 Comp. Dec., 260.)

212. Certain Government property (a quantity of cord wood and a hay scale) was left on hand at a military post which had been abandoned. The property was no longer needed there and the expense of transporting elsewhere would largely exceed its cost. *Held*, therefore, that it was "unsuitable for the public service" within the meaning of section 1241, Revised Statutes. (D. J. A. G., 2280.)

213. I, therefore, am clearly of the opinion that a sale by government officers under Revised Statutes, section 1241, is as much subject to the provisions of the food and drugs act (34 Stat. L., 768) as a sale by a private person would be under similar circumstances. (Op. Attorney-General, Mar. 27, 1908; 9724-H, I. G. O.)

214. *Obsolete property.*—The class of property referred to within (coffee roasters obsolete for use at posts) falls clearly within the designation of property "unsuitable for the public service" in the sense this language is employed in section 1241, Revised Statutes, and may be sold as therein provided, viz., "upon proper inspection or survey." The statute further provides that "such inspection or survey shall be made by officers designated by the Secretary of War," and this provision is not, in the opinion of this office, met by the certificate * * * herewith. An officer should be designated to make the inspection and survey required by the statute. Disposition of the property found to be unsuitable is governed by paragraph 684, Army Regulations of 1904. (J. A. G., Aug. 29, 1906; 6127-M, I. G. O.)

215. Except as provided in paragraph 720, A. R., inspections having in view the condemnation of property will be made by inspectors-general or acting inspectors-general; but in cases of emergency, such as when a station is abandoned or when troops change station, such inspections may be made by officers specially designated by the commander of a territorial division or department, or the commander of a division, corps, or army in the field, or higher authority. (A. R., 911.)

216. The appointment of a special inspector to act on unserviceable ordnance stores is limited to cases of emergency, the nature of which will be described in the order appointing the inspector. Care will be exercised in the selection of an officer for this duty. An inexperienced officer, or one who is junior to

the responsible officer commanding the troop, battery, company, or detachment to which the property pertains, will not be appointed. (Cir. 87, W. D., 1907, par. 8.)

217. The inspection of unserviceable property is one of the duties imposed by law primarily upon the Inspector-General's Department, and it seems therefore desirable that such inspections be made by its officers whenever possible, and the unnecessary appointment of special inspectors for such duty be minimized. To this end the Secretary of War directs that whenever a tour of inspection is made, such arrangements should be made as will insure that all unserviceable property at places visited will be duly submitted and inspected. See paragraph 34, *ante*.

218. Unserviceable property is, with reference to its disposition, divided into classes as follows:

1. Property worn out by fair wear and tear in the service which has no salable value.

2. Property worn out by fair wear and tear in the service which presumably has some salable value.

3. Property which has been rendered unserviceable from causes other than fair wear and tear in the service.

Property of the first class may be submitted to a surveying officer and disposed of as indicated in paragraph 720, A. R., or it may be submitted to an inspector without prior action of a surveying officer.

Property of the second class will be submitted to an inspector without prior action of a surveying officer.

Property of the third class will be submitted to a surveying officer, except as provided in paragraph 1081, A. R., in case of public animals, and unless destroyed under the provisions of paragraph 720, A. R., will subsequently be submitted to an inspector. The inventory and inspection reports will be accompanied by the report of the surveying officer. (A. R., 682.) Also see paragraph 720, A. R., quoted in full as paragraph 983, *post*.

219. Officers will prepare and sign in triplicate, on blank forms furnished by the Inspector-General of the Army, inventories of public property requiring inspection, and present them, with the property, to the inspector-general or acting inspector-general at the time of his visit. (A. R., 912.)

220. In the case of rapidly deteriorating subsistence stores or of unserviceable public animals, or pressing emergency, inventories will be prepared whenever necessary, [illegible] copy will be forwarded to the commander having [illegible] ap-

point an inspector. (A. R., 912.) Also see paragraph 983, *post.*

221. When the regulations require the authority of the Secretary of War or of the chief of a bureau for the submission of property for the action of an inspector, such authority should be obtained by the accountable or responsible officer and shown to the inspector when the property is presented for action. The inventory and inspection report should contain a notation that the required authority had been obtained.

222. An officer responsible for public property furnished him on memorandum receipts and holding the same for use of his command will sign the certificate on the inventory of unserviceable property when presented for the action of an inspector. (Actg. Sec. War, Oct. 10, 1907; 2318-II, I. G. O.)

223. Public property which has been damaged, except by fair wear and tear, or is unsuitable for the service, before being submitted to an inspector for condemnation, will be surveyed by a disinterested officer, preferably the summary court officer. (A. R., 713.)

224. If an inspection of property follows the report of a survey thereon, one copy of the proceedings will accompany the inventory and inspection report which is transmitted for approval, and will afterwards be returned to be used as a voucher to the officer's returns. (A. R., 728.)

225. For inspection the property will be arranged in the order of enumeration in the inventory, every article will be examined by the inspector, and the officer responsible will accompany him and be prepared to give all necessary information in regard to it. (A. R., 913.)

226. Inspectors will examine all property properly presented for condemnation. (A. R., 914.)

227. Inspectors will exercise great care in examining property submitted to them for condemnation and in making recommendations regarding its disposition. (A. R., 915.)

228. The general regulations governing recommendations as to the disposition of property inspected with a view to condemnation are as follows:

(*a*) *To be continued in service.*—Articles that are still serviceable. (A. R., 915.)

(*b*) *To be dropped.*—Articles that can not be sold at the post and are not worth cost of transportation to an arsenal or depot for repair. If worthless they must be so far destroyed as to

prevent any possibility of future presentation. Such articles as can not be destroyed will, when practicable, be marked "I. C.," or will be broken up and serviceable parts retained. (A. R., 915; see (*d*) below.)

NOTE.—When articles or buildings are recommended "to be broken up," the inspector should state in the column for "Remarks" in the I. and I. report the use to which the serviceable parts are to be applied.

(*c*) *To be sold.*—Such articles as are of no further public use or not worth cost of transportation to a depot. (A. R., 915.)

(*d*) *To be turned in to depot or arsenal.*—Such articles as can not be repaired at the post and are worth cost of transportation. Unserviceable small arms, which can not be repaired at the post, will be turned in to the nearest depot or arsenal, and will under no circumstances be broken up. Small arms must not be destroyed. (A. R., 915, 918, 1560.) See paragraph 288, *post.*

229. When an inspector recommends that property be turned in to depot or arsenal for purposes other than repair, he should state in the column for remarks in the I. and I. report, the purpose, as, "for reissue," "for sale," etc.

230. When all the articles inventoried are not presented to the inspector, the number or quantity not presented should be carried in the column "To be continued in service," and a note made in the column for remarks, as, "7 not presented."

231. Property will not be turned in to depots without authority from the head of the staff department to which the property pertains, except in the Philippines Division, where such authority may be given by the commanding general of the division. The authority of heads of staff departments will usually be given in general terms in the form of approved memoranda indicating the most advantageous method of disposing of various classes of unserviceable property, which memoranda will serve as guides to department and higher commanders and inspectors. (A. R., 915.)

NOTE.—The authority given above to the Commanding General, Philippines Division, was extended by the Secretary of War to the Commanding General, Army of Cuban Pacification, February 15, 1907. (11347, I. G. O.)

232. When property ordered "to be turned in to depot" on the recommendation of an inspector is found, upon receipt at the depot, to be in such condition that it can not be made suitable for issue, it may be destroyed or broken

structions as may be given by the head of the department concerned. (A. R., 915.)

233. Public property in use will not be reported as unserviceable nor condemned by an inspector merely because worn or shabby in appearance when really strong and serviceable. (A. R., 916.)

234. Great care will be taken to prevent property once condemned and ordered dropped from the returns from being again presented for inspection. (A. R., 917.)

235. Inspectors will, when practicable, cause the destruction, in their presence, of all property found to be worthless and which is without money value at or near the place of inspection, except small arms. The action of an inspector on property of this character will be final, and his report will be a valid voucher for the responsible officer. Inspectors will be held responsible for their action in this particular. When property thus condemned is not destroyed in the presence of the inspector or a disinterested officer representing the inspector, the responsible officer will certify to the fact of subsequent destruction in his presence. (A. R., 918.) See par 241, *post*.

A certificate that the destruction was "personally superintended" is not deemed to fulfill the requirement of the regulation (A. R., 918). The witnessing officer should certify to the fact of destruction in his presence. (I. G. O.)

236. There is no authority for donating unserviceable public property, through any action of the Inspector-General's Department, to relief committee for the sufferers of the cyclone-swept districts of Louisiana. (Indorsement of Inspector-General, concurred in by Acting Secretary of War May 8, 1908; 12404, I. G. O.)

237. Department or higher commanders may give orders, on the reports of authorized inspectors, to make such disposition of condemned property as the case may require, except public buildings, for which the order of the Secretary of War is required. (A. R., 920.) See also par. 239 (*c*) and (*d*), *post*, as to cannon, electrical installations, etc.; par. 239 (*e*), *post*, as to sale of blankets and uniform clothing; and par. 247, *post*, as to temporary buildings.

238. Orders for the final disposition of condemned property will be indorsed by the proper authority on the inspection reports, each copy being made complete in itself. (A. R., 922.)

239. Disposal of inventory and inspection reports after inspection of property:

Accountable officer.	Disposition of property recommended.	Inventory and inspection reports.
Serving under department, division, or army corps commander.	Sale or transfer to depot or arsenal.	In triplicate by inspector to department, division, or army corps headquarters. After approval, 2 copies are sent to accountable officer and 1 copy is forwarded through proper military channels to The Adjutant-General of the Army for transmission to the Inspector-General of the Army. (A. R., 914, 915, 920, 922.)
Not serving under department, division, or army corps commander.	Sale or transfer to depot or arsenal.	In triplicate by inspector directly to Inspector-General of the Army, by whom they are submitted through chief of bureau to Chief of Staff for action if the amount involved exceeds $500; or to the chief of bureau for action if it does not exceed $500. After approval two copies are sent to the accountable officer and one to the Inspector-General of the Army. (A. R., 914; W. D. O. Nov. 7, 1905.)
Serving under department, division, or army corps commander.	All destroyed.	Inspector sends 2 copies to accountable officer and forwards 1 copy through proper military channels to Inspector General of the Army. (A. R., 914, 918.)
Not serving under department, division, or army corps commander.	All destroyed.	Inspector sends 2 copies to accountable officer and forwards 1 copy directly to Inspector General of the Army. (A. R., 914, 918.)

Exceptions to the foregoing:

(*a*) *Buildings.*—Under A. R. 920 the orders of the Secretary of War are required for the final disposition of public buildings; and the I. and I. reports, in triplicate, are submitted by the inspector through the department (or division) commander under whom the accountable officer is serving; or forwarded directly by the inspector to the Inspector-General of the Army if the accountable officer is not serving under a department (or division) commander. See par. 247, *post.*

(*b*) *Valuable property.*—If the property be of considerable value, and there be good reason to suppose that it can be more advantageously applied or disposed of elsewhere than within the command, the report will be forwarded for the action of the War Department. (A. R., 920.)

(*c*) Cannon and their carriages, machine and automatic guns with their carriages and mounts; ammunition for cannon. (*d*) Electrical and mechanical installations and appliances furnished to the Coast Artillery by the Engineer or Signal department and forming part of the permanent seacoast defenses.	All of the copies of the inspection report will be forwarded by the department commander directly to the chief of bureau concerned for final action of the Secretary of War. (A. R., 921.)
(*e*) Blankets and articles of uniform clothing condemned as unserviceable or obsolete.	Recommended to be sold at auction: All copies of the I. and I. report must be forwarded for action of War Department. (G. O., 186, W. D., 1907.) Recommended to be shipped to Q. M. depot: All copies of the I. and I. report must be forwarded for action of War Department, unless the accountable officer is serving under a department or division commander and the Quartermaster General has already designated a depot. (G. O., 186, W. D., 1907.) See pars. 254, 255, *post.*

(*f*) When public property for which an officer serving under a department commander is accountable has been inspected by a division inspector-general or his assistant, the inventory and inspection reports are to be sent by the inspector to the department commander for proper action. (Chief of Staff, May 19, 1905, published in Cir. 17, A. D., 1905, and Cir. 30, Philippines Division, 1905.)

240. *Animals.*—Public animals will be inventoried singly, with brief description of color, sex, age, and distinguishing marks. (A. R., 912.)

241. Public animals inspected and found unsuited for one branch of the service may be transferred to another for which they are fitted. When of no further use for any branch of the service they will be submitted to an inspector and if condemned sold at public auction or destroyed under the following circumstances: First, to terminate suffering (from disease or other cause); second, to prevent contagion; third, on account of incurable disease or injury; fourth, on account of old age, when to sell them for work in the hands of irresponsible persons would be cruel and cause suffering to the animals.

Horses belonging to troops of cavalry or to batteries of artillery will not be sold or turned in to the Quartermaster's Department unless previously acted upon by an inspector. (A. R., 1081.) See paragraph 787, *post.*

242. "Inspection reports condemning cavalry horses for being vicious, unmanageable in ranks, etc., should not be approved except in rare instances." (Cir. letter, A. G. O., Sept. 3, 1896.)

243. "The Secretary of War directs that no horses be inspected or condemned in your department unless it is clearly manifest that they are entirely unsuited for the service for which they are required." (Cir. letter, A. G. O., June 5, 1900, to division and department commanders.)

244. *Books.*—Inspectors-general will, at the annual inspection of posts, condemn and destroy such library books as may be unserviceable and worthless. (A. R., 344.) See paragraph 156, *ante.*

245. Soldier's handbooks, excepting those in hands of enlisted men, copies of Drill Regulations, Army Regulations, Small-arms Firing Regulations, manuals and other books of instruction (Government publications) issued to organizations, will be accounted for on the muster rolls of the organizations. When lost, worn-out, or damaged they should be disposed of under Article LIX, A. R., 1901 (Art. LIV, A. R., 1908), as

in case of other government property. They will not be turned in to the War Department unless especially directed. Soldier's handbooks issued to enlisted men will be dropped from the muster rolls. (Cir. 2, W. D., 1904.)

246. *Buildings.*—Public buildings which have become unserviceable and can not be kept in repair at reasonable cost, or which occupy ground required for new buildings or other improvements, will be entered upon a separate inventory and brought before an inspector for his action. (A. R., 912.)

247. Orders of the Secretary of War are required on inspection reports of public buildings. (A. R., 920.) The Commanding General, Philippines Division, is authorized to give such orders as may be necessary on the reports of authorized inspectors to dispose of temporary buildings. (Acting Scy. War, Nov. 8, 1907; 11785, I. G. O.)

248. *Submarine mine property.*—Submarine mine property ordered by an inspector to be turned in to depot shall be shipped to the torpedo depot at Fort Totten, N. Y. (G. O. 86, W. D., 1905.)

249. *At national cemeteries.*—*Held*, that under sec. 1241, Rev. Sts., unserviceable tools and materials, which had been in use at a national cemetery, could not legally be ordered to be sold upon the mere inspection and report of their unserviceableness made by the superintendent of the cemetery, but that, as required in the section, there must be first an inspection "by an officer (i. e., commissioned officer) designated by the Secretary of War." (D. J. A. G. 2281.)

Quartermaster's property.

250. *Band instruments.*—When any band instrument has become unserviceable, it will be submitted to a surveying officer. A copy of his report will be forwarded to the Quartermaster-General with a view of having the instrument repaired, if practicable, or otherwise diposed of. When an instrument needs minor repairs, involving only a slight expense, and the work can be done in a workmanlike manner in the vicinity of the post, it will not be necessary to submit the instrument to a surveying officer. (A. R., 1188.)

NOTE.—As a general rule, band instruments are not submitted to an inspector until they have been transferred to depot and examined by experts to determine whether or not they are worth cost of repairs. (Indorsement Q. M. G., Sept. 14, 1907; 11243–D, *I. G. O.)*

251. *Bedsteads.*—The old pattern bedsteads should not be condemned unless they are absolutely unserviceable, as the reduced condition of the appropriations for clothing and equipage makes it impracticable to supply bedsteads of new pattern to meet the demands. (Recommendation of Q. M. Genl., approved by Actg. Scy. War Oct. 29, 1907; 11953, I. G. O.)

252. *Clothing.*—An inspection report on damaged clothing will set forth the amount of damage to each article; also a list of such articles as are fit to issue to prisoners. (A. R. 919.).

253. White summer clothing (coat, trousers, and cap) issued to members of recruiting parties at general recruiting stations, will be submitted to the action of an inspector when no longer fit for service. Such clothing will be charged to the enlisted men only in case of loss or damage. (A. R. 1176.)

254. Hereafter, blankets and articles of uniform clothing that have been condemned as unserviceable or obsolete will not be sold at auction without special authority from the War Department. If they are of no value they will be destroyed in the manner prescribed in the Army Regulations. If they are fit to be issued to prisoners they will be held for that purpose at the place of condemnation, in whole or in part, or shipped to such quartermaster's depot as may be designated by the Quartermaster-General for renovation, storage, and issue to the United States Military Prison at Fort Leavenworth, Kans., or to the Pacific Branch thereof at Alcatraz Island, California. (G. O. 186, W. D., 1907.)

255. General authority granted for shipment from time to time of condemned clothing (articles needed for issue to prisoners in the Philippine Islands excepted) from Manila to the San Francisco depot of the Quartermaster's Department; but chevrons, hat cords, letters, numbers, hat and cap ornaments, leggings, uniform hats, coats, flannel shirts, and trousers, which are believed by inspectors to be not worth the cost of transportation to the United States for sale, are to be destroyed. (Scy. War, March 24, 1908; 12314, I. G. O.)

256. *Colors.*—Service colors and guidons will be submitted for the action of an inspector when unfit for further use. (A. R. 235.)

257. Silken colors, standards, and guidons when unserviceable are submitted to action of a surveying officer, but not for action of an inspector. (A. R. 235.)

258. *Tableware.*—A. R. 1187 does not contemplate action of an inspector on china and glassware. (See par. 993, *post.*)

Agate and similar tableware should be treated the same as china or glassware, namely, that 5 per cent per quarter be allowed for breakage, and that it be not submitted for the action of an inspector. (Q. M. G., March 2, 1904; 12443, I. G. O.)

The decision of the Quartermaster-General of March 2, 1904 (see above), pertains only to breakage of china and glassware at posts. Unserviceable china and glassware pertaining to messes on transports, mine planters, etc., may be acted upon by an inspector. (Scy. War, June 4, 1908; 12443, I. G. O.)

259. Silverware (tableware) not to be replated. (Q. M. G., March 23, 1894.)

260. *Trumpets.*—Trumpets and cords and tassels are not articles pertaining to a band, and should be inspected, if unserviceable, without the action of a board of survey (surveying officer) required for band instruments. (Q. M. G., Oct 1., 1901; 12070, I. G. O.)

261. *Typewriting machines.*—Authority of the Quartermaster-General must be obtained for the submission of old and unserviceable typewriting machines to the action of an inspector. (Cir. 6, Q. M. G. O., Feb. 15, 1906.)

Subsistence supplies.

262. *Inventory and inspection reports.*—Separate inventories will be made for "subsistence property" as distinct from "subsistence stores." (Directions on Form 1, I. G. D.)

In the case of rapidly deteriorating subsistence stores, inventories will be prepared whenever necessary, and one copy will be forwarded to the commander having authority to appoint an inspector. (A. R., 912.) Also see par. 983, *post.*

Medical property.

263. Damaged or unserviceable medicines, medical books, surgical or scientific instruments and appliances, pertaining to the Medical Department, will not be presented to an inspector for condemnation until authority for so doing has been obtained from the chief surgeon of the division or department. (A. R., 1505.)

NOTE.—The supply tables published in Manual for the Medical Department give lists of surgical and scientific instruments and appliances.

264. *Medicines.*—In a case of certain deteriorated drugs and medicines inspected and recommended to be sold, the Acting Secretary of War, April 2, 1908, authorized their destruction upon the following recommendation of the Surgeon-General:

"It does not seem good morals for the Government to sell medicines that are unfit for use as such, in the absence of complete power to control their ultimate application, even in cases where such sales are not within the prohibition of the Food and Drugs Act. Authority to destroy these goods is therefore requested." (9724-II, 1, I. G. O.) See par. 213, *ante.*

Engineer property.

265. ***Electrical and mechanical installations and appliances.***—Electrical and mechanical installations and appliances furnished to the Coast Artillery Corps by the Engineer Department and forming part of the permanent seacoast defenses, will not be presented for the action of an inspector without the authority of the Secretary of War. (A. R., 921.) Such property not to be on the same inventory and inspection report with other property. (Directions on Form 1, I. G. D.)

266. *Electrical machines.*—When a part of an electrical machine is condemned, it will be preserved and turned over to the nearest district engineer officer for repairs or renewal, and will not be thrown overboard or destroyed. (Chief of Eng., approved by Sec. War, April 11, 1901; 6310-A, I. G. O.)

267. *Information for inspectors.* Officers will inform the inspectors-general, who regularly inspect their disbursements and accounts, when they have property requiring the action of an inspector, where it is located, and the best way to reach the respective places. This notice should be sent a reasonable time prior to the probable date of the inspector's regular visit, which can be readily approximated. (E. R., 375.)

268. *Inventory and inspection reports.*—Inventory and inspection reports will show the class of works to which engineer property pertains, whether to rivers and harbors, to fortifications, etc. The items on any inventory and inspection report should not pertain to more than one property return. (E. R., 389.)

269. *Reconnaissance instruments.*—Reconnaissance instruments issued by the Engineer Department under the provisions of G. O. 73, W. D., 1907, that have become damaged or worn out in the service and that an inspector has recommended to be

turned in to depot will be shipped to the Engineer Depot, Washington Barracks, D. C., except in the Philippine Islands, in which case they will be shipped to the Engineer Depot, Manila. (G. O. 145, W. D., 1907.)

270. *River and harbor property.*—The regulations with reference to property accountability, as contained in the Army Regulations, were intended to cover all public property under the control of the Secretary of War, whether military stores or not. The regulations (and orders) relating to the inspection of unserviceable property with a view to its condemnation apply, therefore, to public property used in river and harbor improvements. (D. J. A. G., 1496.)

271. When any land or other property which has been heretofore or may be hereafter purchased or acquired for the improvement of rivers and harbors is no longer needed, or is no longer serviceable, it may be sold in such manner as the Secretary of War may direct, and the proceeds credited to the appropriation for the work for which it was purchased or acquired. (Act June 13, 1902; 32 Stats., 373.)

272. *Transportation for inspectors.*—The expense for transportation to a point not located on a railroad incurred by an officer of the Inspector-General's Department in inspecting unserviceable river and harbor material is properly payable from the appropriation for the river and harbor work. Engineer officer to provide such transportation. (3 Comp. Dec., 3; E. R. 199 (1).)

Ordnance and ordnance stores.

273. *Bits.*—Curb bits which require nickel plating to be turned in to the Rock Island Arsenal. (G. O. 46, A. G. O., 1902.)

274. *Brass rings, buckles, etc.*—When leather or other stores belonging to the Ordnance Department are condemned by an inspector and ordered destroyed or broken up, all rings, buckles, and other trimmings of brass will be cut off by enlisted labor when convenient before the property is destroyed. The brass thus secured after a sufficient quantity has accumulated to justify the cost of transportation will be shipped to the Rock Island Arsenal, except in the Philippines division, where it will be shipped to the Manila Ordnance Depot for use in new manufactures or as scrap. (G. O. 62, W. D., 1906.)

Inspectors will state under "Remarks" on inventory and inspection reports that all rings, buckles and trimmings of brass,

on ordnance stores ordered destroyed or broken up, are to be cut off and shipped to the Rock Island Arsenal, except in the Philippine Islands, where they will be shipped to the Manila Depot of the Ordance Department.

275. *Cannon, machine guns, cannon ammunition, etc.*—The following-named property will not be presented for the action of an inspector without the authority of the Secretary of War: Cannon and their carriages, machine and automatic guns with their carriages and mounts, but not including spare parts, accessories, implements, and equipments required in their maintenance and operation; also ammunition for cannon. (A. R., 921.) Such property not to be on the same inventory and inspection report with other property. (Directions on Form 1, I. G. D.)

276. Spare parts for seacoast and mobile artillery are not expendable, and will be borne on the property returns irrespective of their condition. When damaged or worn out they will be submitted for the action of an inspector. (G. O. 182, W. D., 1905.)

277. *Canteens.*—Whenever canteens become unserviceable because of worn-out covers or lost corks they will not be presented for condemnation, but will be repaired by the troops. Timely requisitions will be made on the Ordnance Department for extra covers, corks, etc., with which to repair them. (A. R., 1551.)

278. *Canteen-haversack straps.*—All canteen-haversack straps brought to posts by recruits are to be invoiced and shipped as follows: From posts in the United States, Cuba, Porto Rico, Alaska, and Hawaii, to the commanding officer, Rock Island Arsenal, Illinois. From posts in the Philippine Islands to the commanding officer, Manila Ordnance Depot, Manila, P. I. (G. O. 14, W. D., 1908.)

279. *Equipments.*—Equipments and ordnance stores which are strong and serviceable will not be condemned or replaced merely because they are unsightly or do not conform to the most recent requirements. (A. R., 916; O. S. M., p. 632.)

280. Russet leather equipments have been adopted as the service equipment, and will take the place of the black equipment as rapidly as the present supply of the latter is exhausted. Black leather equipments should not be condemned merely to effect an exchange, but continued until rendered unserviceable. Such troops as have 60 per cent or more of the old black equipment unserviceable can effect an exchange to the new equipment upon submission of proper requisition, accompanied by in-

spection reports, as provided by the regulations. (O. S. M., p. 633.)

281. *Harness.*—Old black leather artillery harness which has reached the stage at which it can no longer be kept in good repair in the battery, should, upon condemnation, be stripped of all metallic or other parts which may be of use and the latter shipped to Rock Island Arsenal. (Chief of Ordnance, July 20, 1906; 10995, I. G. O.)

Inspectors will state under "Remarks" on inventory and inspection reports condemning such harness that all metallic or other parts which may be of use will be shipped to the Rock Island Arsenal.

282. *Haversacks.*—Haversacks when merely soiled or greasy must not be condemned for that cause, but should be washed at the post. Portions of the equipment rendered unserviceable by the loss of minor parts should be repaired at the post. Timely requisition should be made for buckles, rings, straps, and the necessary tools and materials for repair. (O. S. M., p. 633.)

283. *Meat cans and tin cups.*—Whenever meat cans and tin cups issued by the Ordnance Department become unserviceable solely by the removal of the tinning, they will be placed before an inspector, who will recommend that they be shipped to Benicia Arsenal or to Rock Island Arsenal (depending upon the transportation charges involved) for retinning. Those condemned in the Philippines Division will be shipped to the Manila Ordnance Depot for the same purpose. (Cir. 40, W. D., 1906.)

284. *Repairs.*—Ordinary repairs can usually be made in the company or at the post or within the district with the means provided for that purpose by the Ordnance Department. When the repairs required can not be thus made, and the stores are other than mobile and seacoast artillery, an inspector should recommend that the articles be sent to an arsenal designated by the Chief of Ordnance. A certified extract from the inspection report, accompanying the invoices, is the officer's authority for turning them in. (A. R., 1554.)

285. *Sand glasses.*—Sand glasses rendered unserviceable will be presented for the action of an inspector, who will recommend that they be turned in to Rock Island Arsenal for repair. (Cir. 47, W. D., 1906.)

286. *Scabbards, carbine.*—Fair leather carbine scabbards which are serviceable, but have been replaced by scabbards for the rifle, should be shipped to the Rock Island Arsenal. (Chief of Ordnance, July 20, 1906.)

287. *Small arms, etc.*—Before final disposition of ordnance supplies which from any cause are worn out or damaged, they will be submitted to an inspector. But when small arms become unserviceable and can not, under existing orders, be repaired at the post, they will be turned in to the nearest depot or arsenal, and will under no circumstances be broken up. (A. R., 1560.) Small arms found to be unfit for service will be turned in to the nearest arsenal or depot. (A. R., 915.) Small arms found to be worthless will not be destroyed. (A. R., 918.)

288. The most general definition of the term "Small arms" makes it include all portable arms, whether firearms or cutting arms; that is, such as do not require a carriage. Although the usage of the Ordnance Department has tended to confine the term to firearms only, it is thought that for the purpose of paragraphs 915 and 1572 of the Army Regulations (A. R., 915, 1560, 1908) the more general definition should govern, and that the term should include hand weapons of all kinds; that is, rifles, shotguns, pistols, revolvers, sabers, swords, bayonets, machetes, and Hospital Corps knives. The small arms enumerated above should be turned in to the Springfield Armory, the Rock Island Arsenal, or Manila Ordnance Depot, where the necessary repairs may be made. The unserviceable arms pertaining to troops in Cuba may be turned in to the Havana Ordnance Depot, from whence they will be shipped to the Springfield Armory. (Chief of Ordnance, Dec. 5, 1907; 12062, I. G. O.)

289. When small arms are presented for inspection with a view to condemnation, strict attention should be paid to A. R., 916, which provides: "Public property in use will not be reported as unserviceable nor condemned by a inspector merely because worn or shabby in appearance when really strong and serviceable." (O. S. M., p. 589.)

290. In the absence of an inspecting officer, department commanders may direct all small arms, accouterments, equipments, material for mechanical maneuvers, hydraulic jacks, and targets, which need repairs, resulting from fair wear and tear, and which can not be made by the means provided at the post or within the district, to be sent to such arsenal as may be designated by the Chief of Ordnance. (A. R. 1555.)

291. Whenever the magazine rifles, carbines, or revolvers of companies, troops, or batteries have become much worn and in need of repairs, and the deterioration is general throughout the

spection reports, as provided by the regulations. (O. S. M., p. 633.)

281. *Harness.*—Old black leather artillery harness which has reached the stage at which it can no longer be kept in good repair in the battery, should, upon condemnation, be stripped of all metallic or other parts which may be of use and the latter shipped to Rock Island Arsenal. (Chief of Ordnance, July 20, 1906; 10995, I. G. O.)

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284. *Repairs.*—Ordinary repairs can usually be made in the company or at the post or within the district with the means provided for that purpose by the Ordnance Department. When the repairs required can not be thus made, and the stores are other than mobile and seacoast artillery, an inspector should recommend that the articles be sent to an arsenal designated by the Chief of Ordnance. A certified extract from the inspection report, accompanying the invoices, is the officer's authority for turning them in. (A. R., 1554.)

285. *Sand glasses.*—Sand glasses rendered unserviceable will be presented for the action of an inspector, who will recommend that they be turned in to Rock Island Arsenal for repair. (Cir. 47, W. D., 1906.)

286. *Scabbards, carbine.*—Fair leather carbine scabbards which are serviceable, but have been replaced by scabbards for the rifle, should be shipped to the Rock Island Arsenal. (Chief of Ordnance, July 20, 1906.)

287. *Small arms, etc.*—Before final disposition of ordnance supplies which from any cause are worn out or damaged, they will be submitted to an inspector. But when small arms become unserviceable and can not, under existing orders, be repaired at the post, they will be turned in to the nearest depot or arsenal, and will under no circumstances be broken up. (A. R., 1560.) Small arms found to be unfit for service will be turned in to the nearest arsenal or depot. (A. R., 915.) Small arms found to be worthless will not be destroyed. (A. R., 918.)

288. The most general definition of the term "Small arms" makes it include all portable arms, whether firearms or cutting arms; that is, such as do not require a carriage. Although the usage of the Ordnance Department has tended to confine the term to firearms only, it is thought that for the purpose of paragraphs 915 and 1572 of the Army Regulations (A. R., 915, 1560, 1908) the more general definition should govern, and that the term should include hand weapons of all kinds; that is, rifles, shotguns, pistols, revolvers, sabers, swords, bayonets, machetes, and Hospital Corps knives. The small arms enumerated above should be turned in to the Springfield Armory, the Rock Island Arsenal, or Manila Ordnance Depot, where the necessary repairs may be made. The unserviceable arms pertaining to troops in Cuba may be turned in to the Havana Ordnance Depot, from whence they will be shipped to the Springfield Armory. (Chief of Ordnance, Dec. 5, 1907; 12062, I. G. O.)

289. When small arms are presented for inspection with a view to condemnation, strict attention should be paid to A. R., 916, which provides: "Public property in use will not be reported as unserviceable nor condemned by a inspector merely because worn or shabby in appearance when really strong and serviceable." (O. S. M., p. 589.)

290. In the absence of an inspecting officer, department commanders may direct all small arms, accouterments, equipments, material for mechanical maneuvers, hydraulic jacks, and targets, which need repairs, resulting from fair wear and tear, and which can not be made by the means provided at the post or within the district, to be sent to such arsenal as may be designated by the Chief of Ordnance. (A. R. 1555.)

291. Whenever the magazine rifles, carbines, or revolvers of companies, troops, or batteries have become much worn and in need of repairs, and the deterioration is general throughout the

organization, responsible officers are authorized, with the approval of their post commanders, to submit the arms for the action of an inspector upon a separate inventory and inspection report. Should the inspector recommend that the arms, or a portion of them, be turned in for renovation and rebrowning, responsible officers will at once make requisition for new arms for their commands, or for such number as the inspector has recommended for renovation, and will forward with it a copy of the inventory and inspection report, and when the new arms are received the old ones will at once be turned in to the armory, arsenal, or depot from which the new ones were issued. (G. O. 33, A. G. O., 1900, amended by G. O. 11, A. G. O., 1903.)

292. *Issued to colleges, universities, etc.*—Instructions governing inspection of. (Par. 48, G. O. 155, W. D., 1907; par. 8, Cir. 14, W. D., 1908.)

Signal property.

293. *Electrical and mechanical installations and appliances.*—Electrical and mechanical installations and appliances furnished to the Coast Artillery Corps by the Signal Department and forming part of the permanent seacoast defenses, will not be presented for the action of an inspector without the authority of the Secretary of War. (A. R. 921.) Such property not to be on the same inventory and inspection report with other property. (Directions on Form 1, I. G. D.)

294. *Telescopes, telephones, etc.*—Telescopes, field glasses, telephones, and expensive electrical apparatus of the Signal Corps when unserviceable will not be submitted to an inspector for condemnation without previous authority of the Chief Signal Officer. (A. R., 1584.)

295. *Typewriters.*—When a typewriter becomes unserviceable to such an extent that it can not be repaired locally for $15, the responsible officer should report the fact to the Chief Signal Officer of the Army, giving the name of the maker and the serial number of the typewriter, together with a statement of the necessary repairs. (S. C. M. No. 7, par. 334.)

296. *Issued to colleges, universities, etc.*—Unserviceable, to be inspected as indicated in paragraphs 879 and 1546, A. R., 1895 (paragraphs 912 and 1548, A. R., 1908), by the inspectors who inspect the military departments of the colleges, etc. (Scy. War, Feb. 18, 1898; 3182, I. G. O.)

AMERICAN NATIONAL RED CROSS.

297. That the said American National Red Cross shall on the 1st day of January of each year make and transmit to the Secretary of War a report of its proceedings for the preceding year, including a full, complete, and itemized report of receipts and expenditures of whatever kind, which report shall be duly audited by the War Department, and a copy of said report shall be transmitted to Congress by the War Department. (Sec. 6 act approved January 5, 1905; 33 Stat. L., 599.)

Audit assigned to the Inspector-General's Department. (Scy. War, Oct. 20, 1906; 11144, I. G. O.)

AMMUNITION.

298. Annual allowance (monetary) for small arms for troops and schools. (G. O. 81, W. D., 1908.)

299. Ammunition prescribed for the field kit per man: Infantry, 90 rounds ball cartridges, cal. .30; cavalry, 80 rounds ball cartridges, cal. .30, and 24 rounds revolver ball cartridges; field artillery, 20 rounds revolver ball cartridges. Special arms and special grades of noncommissioned officers, if mounted, as prescribed for cavalry; if dismounted, as prescribed for infantry; when armed with the revolver only, 20 rounds ball cartridges. (G. O. 23, W. D., 1906.)

300. Reserve supply of small arms ammunition per man (authorized strength), to be kept on hand at all times, is, 180 rounds rifle ball cartridges; 40 rounds revolver ball cartridges. (Scy. War, Aug. 10, 1907; 12646, I. G. O.)

301. Ordnance officers of posts will keep on hand at all times a supply of guard cartridges, cal. .30, not to exceed ten rounds per man stationed at post, for issue to post guards and for such other purposes as may be necessary. This ammunition is not subject to expenditure for target practice. (G. O. 18, A. G. O., 1903.) Also see G. O. 81, W. D., 1908, par. II, sec. 7.

302. For gallery practice. (G. O. 81, W. D., 1908.)

303. For machine guns in hands of troops and at the service schools. (G. O. 81, W. D., 1908.)

304. For shotguns for hunting purposes in Alaska. (G. O. 81, W. D., 1908.)

305. Annual allowance for coast and field artillery. (W. D., G. O. 9, 24, 94, 117, 1908.)

306. Additional allowance for coast and field artillery. (G. O. 9, W. D., 1908, pars. V and XXI.)

307. Steel projectiles with or without bursting charge of high explosive issued to the seacoast fortifications as part of their reserve ammunition will not be used in target practice or other firings without special authority. (G. O. 92, W. D., 1904.)

308. Expenditure of ammunition. (A. R., 1545–1548.)

309. For saluting purposes and morning and evening gun. (G. O. 9, W. D., 1908.) Blank metallic, assembling and marking of. (G. O. 203, W. D., 1907.)

310. Drill primers, when to be used and allowance. (G. O. 9, W. D., 1908, par. IX.)

311. Information relative to powder. (Cir. 16, W. D., 1904. See also "Artillery Notes, No. 16, March 4, 1904;" G. O. 9, W. D., 1908.)

312. Smokeless powder not to be used for blank charges. (G. O. 9, W. D., 1908.)

313. Smokeless powder should not be exposed to the direct rays of the sun. (G. O. 9, W. D., 1908, p. 16.)

314. As smokeless powders are issued in hermetically sealed cases, no inspection of the powder itself will be made until opened for practice, except by special authority of the Ordnance Department. (Art. Mem. No. 4, W. D., 1904.)

315. Distinguishing marks for shrapnel for 3-inch field gun, powder charged shell, and high-explosive shell. (G. O. 110, W. D., 1907.)

316. Projectiles will always be piled with points to the wall and base out, so that they may be easily inspected and fuzed in case of action. (Cir. 43, A. G. O., 1902.)

317. Painting of projectiles. (Cir. 43, A. G. O., 1902; G. O. 9, W. D., 1908.)

318. Markings on cartridge storage cases, powder boxes, and projectiles. (G. O. 5 and 89, W. D., 1907.) Marking of blank metallic ammunition by post ordnance officer. (G. O. 203, W. D., 1907.)

319. Frequent inspections will be made by company commanders to see that no cartridges are lost; and if any soldier can not satisfactorily account for all his ammunition, he will be disciplined in addition to being charged with the cost of the loss. Special care will be taken not to have cartridges left where unauthorized persons entering barracks might steal them. (G. O. 26, Philippines Division, 1906.) The precautions taken are fairly subject to inquiry of inspectors elsewhere than in the Philippines. (I. G. O.)

320. Original packages containing blank cartridges—procedure when first opened. (G. O. 182, W. D., 1905.)

ANNUAL REPORTS.

321. Of division and department inspectors-general. (A. R., 890.) See paragraph 17, *ante*.

322. Of department commander. (A. R., 191; G. O., A. G. O., 89, 1901, and 47, 1902.)

323. Of division commander. (G. O., A. G. O., 89, 1901, and 47, 1902.)

324. Of chiefs of bureaus. (G. O., A. G. O., 89, 1901, and 47, 1902; W. D. Cir. B, Jan. 30, 1906, and Cir. G, Apr. 27, 1906.)

ARMS AND EQUIPMENTS.

For commissioned officers.

325. Arms and equipments for officers are prescribed by G. O. 169, W. D., 1907. The articles and paragraphs of that order relating thereto, are as follows:

Saber, 14, 45, 97; revolver, 97; saber knots, 46; full-dress saber belts, 47; full-dress belt plate, 48; dress and service belts, 49; slings, 49; shoulder belts, for officers of the Signal Corps, 50; spurs for all mounted officers, 53; dispatch case for staff officers or those acting as such to be furnished by Ordnance Department on memorandum receipt, 94, 97; saddle, complete, 95; saddlecloths, 96; bridle, 97 (also G. O. 146, W. D., 1906); field glass, 97; watch, 97; compass, 97.

326. The saber will be habitually worn hooked up when dismounted, guard to the rear; when worn with the overcoat, the belt will be inside and the saber outside of the overcoat. The proper saber knot will always be worn with the saber. (Par. 14, G. O. 169, W. D., 1907.)

327. List of arms and equipments that are required to be in possession of officers. (Par. 97, G. O. 169, W. D., 1907.)

328. Medical officers will not be required to provide themselves with field glass, revolver, or ammunition. (Par. 97, G. O. 169, W. D., 1907.)

329. Mounted chaplains will be equipped as staff officers, but without arms. (Par. 97, W. D., 1907.)

330. All officers will provide themselves with the arms and articles of personal equipment and the horse equipments pertaining to their rank and duty, and maintain them in efficient

order and condition. (Par. 97, G. O. 169, W. D., 1907.) See paragraph 731, *post.*

331. The following articles will constitute a set of horse equipments for issue to officers below the grade of major, required to be mounted, pursuant to the act approved May 11, 1908: One curb bridle, officer's; 1 halter; 1 saddle, officer's(McClellan or Whitman); 1 watering bridle; 1 currycomb; 1 horse brush; 1 link; 1 lariat; 1 lariat strap; 1 nose bag; 1 picket pin; 1 saddle bags; 1 saddle blanket; 1 surcingle; 1 pair spurs, officer's, complete; 1 saddlecloth, dress (with insignia); 1 saddlecloth, service (with insignia). (G. O. 125, W. D., 1908.)

332. The nature of the occasion will indicate the proper equipment, as prescribed in Table of Occasions. For purpose of inspection the whole equipment may be required. (Par. 97, G. O. 169, W. D., 1907.)

333. Identification tag. (See par. 355, *post.*)

334. Issue of horse equipments for a dismounted officer while temporarily detailed on mounted duty for which he does not receive mounted pay. (Cir. 7, W. D., 1907.)

335. On mounted duty the dark-blue saddlecloth will be used with the full dress and dress uniform, and the service saddlecloth with the service uniform. (Par. 96, G. O. 169, W. D., 1907.)

336. The field glass of the visual-signal outfit issued to each company of infantry, troop of cavalry, and machine-gun platoon, is not issued for the officer's personal use, and will not be used in lieu of the officer's personal field glass prescribed by paragraph 97, G. O. 169, W. D., 1907. (G. O. 202, W. D., 1907.)

For enlisted men and organizations.

337. Arms and equipments for enlisted men of all arms. (W. D. G. O. 23, 1906; 255, 1907; 108, 1908.)

338. When attached to the saddle the rifle will be habitually carried on the left side and the saber on the right side of the saddle. This rule will also apply when either arm is used alone. (C. D. R., 374a, Cir. 8, W. D., 1906.)

339. Revolvers do not constitute part of the habitual equipment of sergeants of infantry, coast artillery, engineers, and ordnance, either in garrison or in the field, but are kept on hand in the company for issue when required. (G. O. 23, W. D., 1906.)

340. Shotguns for hunting purposes will be issued only to troops stationed in Alaska. (G. O. 81, W. D., 1908.)

341. For use in guarding prisoners confined at military posts the Springfield carbine, caliber .45, with the necessary supply of guard cartridges, will be issued upon requisition, but for the United States Military Prisons at Fort Leavenworth, Kans., and at Alcatraz Island, Cal., repeating shotguns are provided. (G. O. 81, W. D., 1908.)

342. Field, surplus, and service kits. (W. D. G. O. 23, 1906; 108, 1908.)

343. Coast artillery enlisted men turned out for inspection will not be provided with either field or surplus kits as such, except in immediate preparation for active duty in the field as infantry when specifically designated for such duty by orders from the War Department. In the latter case they will draw intrenching tools, but at other times they will not be provided with them. (Scy. War, June 9, 1906; 10821, I. G. O.)

344. Field kits for skirmish firing. (Pars. 7 and 8, G. O. 177, W. D., 1907; Cir. 38, W. D., 1908.)

345. Blanket roll: how made up (I. D. R., 486); articles carried (W. D. G. O. 23, 1906; 177, 1907).

346. Equipments for mounted orderlies of infantry regiments. (G. O. 186, W. D., 1906; Cir. 8, W. D., 1907.)

347. Arms and equipments for machine-gun platoons. (G. O. 113, W. D., 1906; G. O. 202, W. D., 1907.)

348. Equipment for an Engineer company furnished by the Engineer Department. (E. R. 402-1, G. O. 2, office of Chief of Engineers, 1908.)

349. Allowance of reconnaissance instruments and other engineer equipments furnished by the Engineer Department to organizations and posts. (G. O. 73 and 221, W. D., 1907.)

350. The allowances of engineer equipments authorized by G. O. 221, W. D., 1907, are for field service in peace and war, and should be kept on hand and as nearly intact as practicable at all times. (Par. 3, G. O. 221, W. D., 1907.)

351. Ordinarily no engineer equipment will be furnished to companies of seacoast artillery. Should extraordinary circumstances compel the use of this arm as a mobile force, the prescribed allowance for the corresponding mobile arm will be allotted to the companies so employed. (Par. 3, G. O. 221, W. D., 1907.)

352. No separate engineering outfit, except reconnaissance outfits and odometers, will be furnished to the field artillery, but the general equipment of implements and tools to be fur-

nished to the batteries by the Ordnance Department will serve in lieu thereof. (Par. 3, G. O. 221, W. D., 1907.)

353. Equipment for the Medical Department—report of joint board of medical officers of the Army and Navy, approved by the Secretary of War. (G. O. 84, W. D., 1906.) For Hospital Corps, also see G. O. 23, W. D., 1906; D. R. H. C. 44–49.

354. Horse equipments for mounted members of the Hospital Corps. (G. O. 88, W. D., 1905; Cir. 52, W. D., 1905; M. M. D. 627.)

355. Identification tag is to be worn by each officer and enlisted man, suspended from the neck underneath the clothing, whenever the field kit is worn. At other times it will be habitually kept in the possession of the owner. Tags and tapes are furnished gratuitously by the Quartermaster's Department to enlisted men and at cost price to officers. Steel dies for stamping tags are furnished by the Ordnance Department. (G. O. 204, W. D., 1906; Cir. 45, W. D., 1907.)

356. Two types of first-aid packets are supplied by the Medical Department, the field packet in a sealed metal case and the instruction packet in a cardboard box. The field packet forms part of the full equipment of enlisted men and will be carried in a canvas pouch (supplied by the Ordnance Department) hooked to the cartridge belt. Instructions as to use, inspection, accountability, allowance of instruction packets, etc. (Cir. 2 and 16, W. D., 1908. Also see G. O. 23, W. D., 1906.)

357. Whenever, in changing station by rail or water, it is considered necessary for the enlisted men of an organization to carry the canteen and haversack, the field belt will be worn instead of the russet leather waist belt and cartridge box prescribed on pages 64 and 65, G. O. 169, W. D., 1907. (Cir. 76, W. D., 1907.)

358. The Ordnance Department will furnish, upon requisition, leather waist belt adapters for use with waist belts and bayonet scabbards. (Cir. 31, W. D., 1907.)

359. Saber belt for members of bands to be of enamel leather of color of corps or arm of service, and of regulation width. (Par. 105, G. O. 169, W. D., 1907.)

360. Saber belts and cartridge-carrying devices, when worn with the overcoat, will be worn outside the overcoat. (Par. 93, G. O. 169, W. D., 1907.)

361. Belts for enlisted men on duty at general recruiting stations and when to be worn. (Cirs. 27 and 53, W. D., 1908.)

362. Tentative method of holding and adjusting the reins of the bit and bridoon prescribed for such organizations as are equipped with same, and for individual officers who have provided themselves with the type of double bridle furnished by the Ordnance Department. (G. O. 146, W. D., 1906.)

363. Saddle complete. (Par. 95, G. O. 169, W. D., 1907.)

364. Cavalry saddle: how packed, articles carried, etc. (C. D. R., 289; W. D. G. O. 23, 1906; 177, 1907.)

365. Saddlecloths of canvas for enlisted men, similar in design to the officer's saddlecloth, color of the service uniform, with letter of troop and number of regiment in the flank corners, to be issued at such posts as may be designated. (Par. 98, G. O. 169, W. D., 1907.) See Cir. 6, W. D., 1908.

366. "It is noted that the saddle blankets have been almost continually used folded in exactly the same way without changing the side next to the horse. In the Tropics where these blankets become so saturated with perspiration, if put away without drying and an occasional washing, they rot and split around these lines of folding. These blankets should be dried thoroughly before being folded and being put in the storeroom after use, and should be washed at least once a month and folded so as to use different sides in contact with the horse's back." (Remarks of Inspector General, A. O. C. P., concurred in by the Chief of Ordnance, July 8, 1907, and the Secretary of War, July 9, 1907; 11727, I. G. O.)

367. Spurs to be of yellow metal, plain surface, with russet-leather straps. (Par. 92, G. O. 169, W. D., 1907.)

368. Dismounted troops will hereafter carry the tin cup inside the haversack. (Cir. 46, W. D., June 30, 1907.)

369. Enlisted men will not take their arms apart except by permission of a commissioned officer under proper supervision, and only in the manner prescribed in the descriptive pamphlet of the arm issued by the Ordnance Department. (A. R. 287.)

370. Company commanders should exercise a careful supervision of all dismounting and assembling of the magazine rifle, particularly in cases where any part is injured. The authorized dismounting and assembling by the soldier, described in the rules for the management of the rifle, should be confined to what is necessary only for instruction under proper supervision, or for the necessary cleaning of the arm. (G. O. 21, A. G. O., 1895.)

371. The use of tompions in small arms is forbidden. (A. R., 287.)

372. Attempts to beautify or change the finish of arms is forbidden, but the application of raw linseed oil to the wood parts is allowed. (A. R., 287.)

373. Officers inspecting troops should not require small arms to be free from oil. (Cir. 12, W. D., 1905.)

374. Equipments, how marked. (A. R., 252, 290; Cir. 86, W. D., 1907.)

375. Articles will not be marked with the number of the men in the Hospital and Signal Corps. (A. R., 290.)

376. Equipments such as canteens, haversacks, etc., which due to changes in organization or the transfer of enlisted men are not now correctly marked, will be used until they become unserviceable, when they will be replaced by new equipments. (Cir. 33, A. G. O., 1901.) Although this is expressed in terms applicable to a past date the principle enunciated continues to be correct. (I. G. O.)

377. It is forbidden to use any dressing or polishing material on the leather accouterments or equipments of the soldier, the horse equipments for cavalry, or the artillery harness, except the preparations supplied by the Ordnance Department for that purpose. (A. R., 288.)

378. Instructions for the cleaning and preservation of russet leather equipments. (Cir. 59, W. D., 1907.)

379. Equipments will be fitted to the men under the direction of an officer; all other changes are prohibited. (A. R., 289.)

380. In quarters arms will be kept in racks, and accouterments and sabers will be hung up by the belts. (A. R., 280.)

381. Facilities for repair of arms and equipments, etc., furnished to posts by the Ordnance Department. (W. D. G. O. 3, 1905, and 89, 1906.)

382. Equipments for troops in the field furnished by the Quartermaster's Department. (G. O. 95, W. D., 1908.)

383. Cooking outfits for companies for field service furnished by the Subsistence Department. (M. S. D., 253–256.)

384. Upon the departure of a company for temporary field service it will be supplied by the commissary with a cooking outfit on memorandum receipt of its commanding officer. Upon the return of the company the outfit will be thoroughly cleaned, greased to prevent rust, and returned to the commissary, who, before storing it, will see that it is in proper condition for reissue. (M. S. D., 255.)

385. *Bakery* equipment for field service furnished by the Sub*sistence Department.* (M. S. D., 257–260.)

886. Gun and carriage equipment for batteries of field artillery. (G. O. 162, W. D., 1904.)

887. Gun and pack equipment for mountain batteries. (G. O. 131, W. D., 1907.)

888. Fire-control equipment for field artillery equipped with the new field and siege material. (G. O. 96, W. D., 1906; G. O. 202, W. D., 1907; G. O. 5, W. D., 1908.)

889. One Weldon range finder, with 60-foot steel tape and four aiming devices, will be issued to each company of infantry and engineers and to each troop of cavalry. (G. O. 104, W. D., 1906.)

890. The Signal Corps will issue to each company of infantry, troop of cavalry, and machine-gun platoon, a visual signal outfit. (G. O. 202, W. D., 1907; G. O. 97, W. D., 1908.)

ARMY.

891. Reorganization of the line and staff, etc.:

Line and staff. (Act Feb. 2, 1901; G. O. 9, A. G. O., 1901.)

General Staff Corps. (Act Feb. 14, 1903; G. O. 15, A. G. O., 1903.)

Adjutant-General's Department. (Act Mar. 2, 1907; G. O. 48, W. D., 1907.)

Inspector-General's Department. (Act Feb. 2, 1901, sec. 14, G. O. 9, A. G. O., 1901, p. 5; act Mar. 2, 1901, G. O. 26, A. G. O., 1901, p. 7.) See pars. 1 and 2, *ante*.

Acting inspectors-general, detail of officers of the line, not to exceed four, authorized. (Act June 23, 1874, sec. 1; G. O. 78, A. G. O., 1874, p. 1.) See par. 4, *ante*.

Corps of Engineers. (Act Apr. 23, 1904; G. O. 76, W. D., 1904.)

Ordnance Department. (Act June 25, 1906; G. O. 191, W. D., 1906.)

Signal Corps. (Act Mar. 2, 1903; G. O. 24, A. G. O., 1903.)

Medical Department—Medical Corps, Medical Reserve Corps. (Act Apr. 28, 1908; G. O. 67, W. D., 1908.)

Hospital Corps. (Act Mar. 2, 1903; G. O. 24, A. G. O., 1903.)

Nurse Corps (female). (Act Feb. 2, 1901; G. O. 9, A. G. O., 1901.)

Chaplains. (Act Apr. 21, 1904, G. O. 79, W. D., 1904; act June 12, 1906, G. O. 115, W. D., 1906; act Jan. 25, 1907, G. O. 24, W. D., 1907.)

Artillery, Coast and Field. (Act Jan. 25, 1907; G. O. 24, W. D., 1907.)

Philippine Scouts. (Act Feb. 2, 1901, G. O. 9, A. G. O., 1901; act May 16, 1908, G. O. 91, W. D., 1908.)

Porto Rico Regiment of Infantry. (Act Apr. 23, 1904, G. O. 76, W. D, 1904; act May 27, 1908, G. O. 100, W. D., 1908.)

Indian Scouts. (Act Aug. 12, 1876, G. O. 88, A. G. O., 1876; act Feb. 2, 1901, G. O. 9, A. G. O., 1901.)

392. Four years' detail of line officers to the staff in Adjutant-General's, Inspector-General's, Quartermaster's, Subsistence, and Pay departments, and in the Signal Corps. (Act Feb. 2, 1901, sec. 26; G. O. 9, A. G. O., 1901, p. 11.) Ordnance Department. (Act Feb. 2, 1901, G. O. 9, A. G. O., 1901; act June 25, 1906, G. O. 191, W. D., 1906.)

393. Organization of tactical divisions and brigades in time of peace for purpose of instruction. (F. S. R. 3.)

394. Organization of the Army in time of war. (F. S. R., Art. I.)

395. Authorized enlisted strength of troops of cavalry, batteries of field artillery, and companies of coast artillery, infantry, and engineers as fixed by G. O. 131, W. D., 1908; and provisional companies of signal corps as fixed by S. C. M. No. 7, par. 46.

Rank or designation.	Cavalry.	Light and mountain batteries.	Horse batteries.	Coast artillery.	Infantry.	Engineers.	Signal.
Master signal electricians							3
First-class sergeants							10
First sergeant	1	1	1	1	1	1	
Quartermaster-sergeant	1	1	1	1	1	1	
Stable sergeant		1	1				
Sergeants	6	6	6	8	4	12	10
Corporals	6	12	12	12	6	18	10
Cooks	2	3	3	2	2	2	2
Farriers and blacksmiths	2						
Saddler	1						
Wagoner	1						
Chief mechanic		1	1				
Mechanics		4	5	2			
Artificer					1		
Trumpeters	2						
Musicians		2	2	2	2	2	
First-class privates						64	45
Second-class privates						64	
Privates	43	102	118	81	48		20
Total	65	133	150	109	65	164	100

Additional strength allowed cavalry and infantry regiments to provide for machine-gun platoons. (G. O. 131, W. D., 1908.)

Additional strength for certain batteries of field artillery. (G. O. 131, W. D., 1908.)

Additional strength allowed organizations serving at Forts Myer, Leavenworth, Riley, Duchesne, and Yellowstone, in the Philippine Islands, and at the School of Musketry, Presidio of Monterey, Cal. (G. O. 131, W. D., 1908.)

396. Authorized enlisted strength of bands: Cavalry, field artillery, and coast artillery: One chief musician, 1 chief trumpeter, 1 principal musician, 1 drum major, 4 sergeants, 8 corporals, 1 cook, and 11 privates; total, 28. Infantry and engineer, same as cavalry, except there is no chief trumpeter, and there are 12 privates instead of 11; the total is the same. (G. O. 131, W. D., 1908.)

397. Hospital Corps provisional companies. (M. M. D., 221.)

398. Men of the Hospital Corps "authorized to be mounted." (Par. 5, Cir. 52, W. D., 1905.)

399. Recruit depot and United States military prison companies. (G. O. 115, W. D., 1906, p. 4.)

400. Machine-gun platoon of a cavalry or infantry regiment: One sergeant, 2 corporals, 18 privates. (G. O. 113, W. D., 1906.)

401. Old and new designations of field artillery organizations. (G. O. 118, W. D., 1907.)

402. Number of enlisted men of the coast artillery that may be rated as plotters; observers, first class; observers, second class; casemate electricians; chief planters; chief loaders; gun commanders, and gun pointers, under the provisions of the act of Congress approved May 11, 1908. (G. O. 89, W. D., 1908.)

403. Twenty mounted orderlies, provided for each regiment of infantry by paragraph 25, F. S. R., are assigned, eight to regimental headquarters and four to each battalion headquarters. (Cir. 8, W. D., 1907.)

ARMY TRANSPORTS.

404. In all cases when practicable an embarkation order will be issued by proper authority designating the commanding officer of troops for the voyage; in the absence of such order the senior line officer authorized to sail on the transport will assume command of the troops embarked, and will be directly responsible for the discipline of his command. (T. R., 225.)

405. Reports by commanding officers of troops aboard. (A. R., 898; T. R., 232.) See par. 45, *ante*.

406. Reports of arrival and departure of transports to be made: By transport quartermasters. (T. R., 18.) By commanding generals. (G. O. 200, W. D., 1907.)

407. Medical inspection of troops ordered for service beyond the sea, men unfit for such service, infectious or contagious diseases, vaccination, etc. (T. R., 194.)

408. Provision that all officers and enlisted men while on board army transports may not, at any time, be without medical attendance. (G. O. 48, W. D., 1908.)

409. Means to prevent unauthorized persons in uniform of enlisted men getting on board transports; prevention of stowaways. (G. O. 126, W. D., 1904; T. R., 203.)

410. "All soldiers discharged in this Division, and all civilian employees not cabin passengers, desiring transportation to the United States, will be required to provide, at their own expense, before going aboard transport, tin cup, plate, knife, fork, and spoon, for their personal use en route, and any failing to comply with this requirement will not be permitted to board the ship." (G. O. 314, Philippine Division, Oct. 17, 1907.) For similar order in regard to such passengers from Cuba, see G. O. 40, A. O. C. P., May 11, 1907.

411. This (Quartermaster-General's) office, under date of September 14, 1903, has given instructions to the Chief Quartermaster at Manila and the General Superintendent, Army Transport Service, San Francisco, that hereafter no assignment of passengers shall be made in the hospital and isolation hospital of the army transports, but these accommodations shall be reserved for the sick as intended. (Indorsement of the Q. M. General, Sept. 16, 1903; 5232 O 1, I. G. O.)

412. The shipment of fowls or animals, unless the same are located on deck at some place not used by passengers or troops, is forbidden on any transports carrying troops. (Chief of Staff, January 12, 1905; 4671-Q, 3, I. G. O.)

413. The General Superintendent, Army Transport Service, San Francisco, Cal., has been instructed by this (Quartermaster General's) office to ship sauerkraut by commercial line, the odor from which is reported as having caused annoyance and discomfort. (Indorsement Q. M. General, Dec. 15, 1903; 4671-P, 5, I. G. O.)

414. The installation of armories on board transports is not recommended. (Q. M. General, concurred in by Sec. War, Sept. 10, 1906; 5232-Q. 16, I. G. O.)

415. No post record books will be supplied for the special use on United States army transports of the commanding officer of troops on board. (Chief of Staff, Dec. 7, 1905; 4671-R, 1, I. G. O.)

416. Steps have been taken to conspicuously mark at least one of the life buoys carried by all army transports, so as to be distinctly visible at a distance, both day and night if practicable. (Indorsement Q. M. General, May 18, 1906; 4712-P, 16, I. G. O.)

417. Rights and powers of the military on board transports in the case of civilians who refuse to submit to military discipline. (Cir. 19, A. G. O., 1903.)

418. Protection of subsistence stores during fumigation of transports. (T. R., 86.)

419. *Provided*, That no part of this appropriation shall be applied to the payment of the expenses of using transports in any other Government work than the transportation of the Army, its supplies and employees; and when, in the opinion of the Secretary of War, accommodations are available, transportation may be provided for the officers, enlisted men, employees, and supplies of the Navy, Marine Corps, and for members and employees of the Philippine and Hawaiian governments, officers of the War Department, Members of Congress, other officers of the Government while traveling on official business, and without expense to the United States, for the families of those persons herein authorized to be transported, and when accommodations are available, transportation may be provided for general passengers to the Island of Guam, rates and regulations therefor to be prescribed by the Secretary of War. (Act making appropriation for the support of the army for the fiscal year ending June 30, 1908, approved March 2, 1907; G. O. 48, W. D., 1907, p. 22.)

420. Hereafter no steamship in the transport service of the United States shall be sold or disposed of without the consent of Congress having been first had or obtained. (Act March 2, 1907; G. O. 48, W. D., 1907, p. 21.)

ARTICLES OF WAR.

421. Shall be read and published, once in every six months, to every garrison, regiment, troop, or company in the service of the United States. (Art. 128.)

422. Such of the Articles of War as relate specially to the duties and rights of enlisted men and the penalties for mili-

tary crimes will be plainly read and, so far as necessary, explained to each applicant for enlistment just before administering to him the oath of enlistment. Within six days thereafter the Articles of War will be read to the recruit. (A. R., 866.)

BAGGAGE.

423. Field allowance of officers' personal. (G. O. 133, W. D., 1907.)

424. Dimensions of field boxes or bundles for officers' personal. (G. O. 201, W. D., 1905, Par. I.)

425. Use of army trunk locker authorized for the personal baggage of officers taking the field. (Cir. 42, W. D., 1906.)

BATTALION COMMANDER.

426. In case of the temporary disability of a battalion commander, the command would naturally devolve on the officer next in rank in that battalion. (Cir. 58, A. G. O., 1899.)

427. The tactical command of a battalion or squadron should, in the absence of the major, devolve on the senior captain present for duty therewith, even though a lieutenant-colonel of the same regiment or arm is stationed at the same post. Upon the colonel or lieutenant-colonel, if present, should devolve such administrative and other duties of command as properly belong to his rank. (Cir. 55, W. D., 1908.)

BICYCLES.

428. The Quartermaster's Department will furnish two bicycles to each military post and one additional bicycle to each battalion in excess of two serving at the post when, in the opinion of the Quartermaster-General, conditions warrant such issue. (Cir. 71, W. D., 1907.)

BLANK FORMS.

429. The standard blank forms used in army administration, with the notes and directions thereon, have the force and effect of Army Regulations. Requisitions therefor will call for them by number and name. (A. R., 1589.)

430. Manuscript returns, rolls, certificates, and other documents are prohibited when the printed forms are on hand. *(A. R., 1590.)*

481. The following blank forms are furnished from office of the Inspector-General of the Army, viz:

No. 1, Inventory and Inspection Report of Public Property.

No. 1a, Inner Sheets of Form No. 1.

No. 2, Inventory and Inspection Report of Public Animals.

No. 2a, Inner Sheets of Form No. 2.

No. 3, Report of an Inspection and Statement of Money Accountability.

No. 3a, List of Checks Outstanding.

*No. 4, Inspector-General's Memoranda, Inspection of a National Cemetery.

*No. 5, Inspector-General's Memoranda, Inspection of a Post.

*No. 5a, Inspector-General's Memoranda, Coast Artillery Inspection.

*No. 28, Card for use in Inspection of Money Accounts.

*_____ Form for Report of an Inspection of a Garrisoned Post.

BOARDS OF OFFICERS.

482. Cavalry Board. (G. O. 210, W. D., 1905.)

483. Artillery Board, Fort Monroe. (G. O. 156, W. D., 1905.)

484. Field Artillery Board. (G. O. 156, W. D., 1905.)

485. Infantry Board. (G. O. 45, A. G. O., 1903.)

486. Promotion of officers below the grade of major. (G. O. 128, W. D., 1906.)

487. Promotion of officers of the Medical Corps. (M. M. D., 24; G. O. 67, W. D., 1908.)

488. Examination of applicants for appointment as chaplains. (Cir. 24, W. D., 1908.)

489. For examination of the members of each graduating class, United States Military Academy, as to their fitness for mounted service. (G. O. 239, W. D., 1907.)

440. Examination of applicants for appointment of first lieutenant, Medical Corps. (M. M. D. 4; G. O. 67, W. D., 1908.)

441. Examination of enlisted men for advancement to the grade of second lieutenant. (A. R., 30; W. D. G. O. 93, 1906; 2, 3, 59, 1908.)

442. Examination of applicants from civil life for appointment to the position of second lieutenant in the army. (G. O. 1, 59, W. D., 1908.)

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*Furnished to inspectors-general and acting inspectors-general only.

443. Retiring. (M. L., 1306–13; A. R., 76–78.)

444. On the death of an officer in charge of public property or funds. (A. R., 86.)

445. Board of Engineers. (E. R., 10–16.)

446. Board of Ordnance and Fortification. (M. L., 1209–17; A. R., 298.)

447. Fortification Board, Philippine Islands. (G. O. 255, W. D., 1907.)

448. Joint Board of Army and Navy officers. (G. O. 107, A. G. O., 1903; G. O. 121, W. D., 1907.)

449. Board of government of the U. S. Military Prison. (G. O. 205, W. D., 1905.)

450. Examination of candidates for appointment as sergeants-major, coast artillery. (G. O. 137, W. D., 1907.)

451. Examination for appointments as sergeants, first class, and sergeants, Hospital Corps. (A. R., 1424.)

452. Examination of candidates for first and second class gunners, coast artillery. (Par. 149, G. O. 106, W. D., 1908.)

453. For appointment to artillery expert grades in the coast artillery reserves. (Cir. 21, W. D., 1908, p. 14.)

454. Examination and classification of gunners of field artillery. (G. O. 27, W. D., 1906.)

455. To determine whether the service of a soldier about to be discharged has been honest and faithful. (A. R., 146.)

456. Examination of applicants for appointment as superintendent of national cemetery. (G. O. 37, A. G. O., 1877.)

457. In case of damage to public buildings by fire. (Q. M. M., 413.)

BUILDINGS.

458. It appears that there is a special appropriation for barracks and quarters at seacoast artillery posts (34 Stat. L., 1348); that the wording of the regular appropriation under Barracks and Quarters (34 Stats., 1168) is for barracks and quarters for troops other than seacoast artillery, storehouses for the safe-keeping of military stores, for offices, recruiting stations, etc. Construing the appropriations together, I am clearly of the opinion that the words in the regular appropriation "other than seacoast artillery," following, as they do, the words "barracks and quarters," qualify those words only, and that the regular appropriation is, therefore, applicable to the construction of storehouses, offices, etc., at seacoast artillery posts as well as at other posts. It follows, also, that the appropriation for "bar-

racks and quarters for the artillery" at seacoast posts is limited strictly to barracks and quarters.

As to the appropriations in the Sundry Civil Act (34 Stat. L., 1348), the one for barracks and quarters for the artillery in connection with the adopted project for seacoast defenses, etc., is to be regarded as a specific one for barracks and quarters at seacoast artillery posts, and, as to these objects, the general appropriation for "the construction and enlargement of military posts of such building as, in the judgment of the Secretary of War, may be necessary," etc., can not, of course, be used to supplement it.

The general appropriation is, however, available for the construction of necessary buildings other than barracks and quarters at seacoast artillery posts as well as at other artillery posts. (Op. J. A. G., Aug. 17, 1907; 12192-A, I. G. O.)

459. Hereafter wooden buildings are not to be constructed at military posts, except where they are intended for temporary use only. (Recommendation of Quartermaster-General, approved by Acting Secretary of War, May 14, 1908: 12427, I. G. O.)

CEREMONIES.

460. When desirable that an organization should be reviewed before an inspector junior in rank to the commanding officer, the commanding officer receives the review, and is accompanied by the inspector, who takes post on his left. (I. D. R., 460.)

461. At ceremonies the position of companies or detachments of the Signal Corps, if dismounted, will be as laid down in paragraph 6, Army Regulations, viz: "On the right of the command to which they are attached." If mounted, they will form on the other flank. If both engineers and Signal Corps troops are together, the former, for ceremonies, will form on the right of the latter. (Cir. 36, W. D., 1906.)

462. The ceremony of "Escort of the Colors" should be so conducted as to render it one of the most impressive to the soldier, especially to the young recruit, of all the functions in which he is required to participate. (G. O. 125, A. G. O., 1900.)

463. Dress parade is not required at a one-company post. Attention is invited to A. R., 510, and the infantry drill regulations, which latter prescribe parade for no smaller command than a battalion. (Chief of Staff, Dec. 8, 1903.)

NOTE.—A. R., 510, of 1901, is same as A. R., 439, of 1908.

CIVILIAN EMPLOYEES.

464. General regulations governing. (A. R., 730–742, 1053, 1218, 1227, 1417, 1475, 1490.)

465. Hours of labor; exceptions to the eight-hour law. (A. R., 734; Cir. 83, W. D., 1907.)

466. Transfer of, to and from the Philippines; tour of duty in the Philippines, etc. (G. O. 68, W. D., 1904.)

467. The Secretary of War considers that the interests of the service require that employees at large in the Department must be subject to orders in regard to transfer of station, and a refusal to obey such orders will be deemed a proper and sufficient reason for discharge from the service. (Cir. 26, A. G. O., 1901.)

468. Indorsements of the Quartermaster-General and Acting Secretary of War of November 2 and 4, 1907, respectively, relative to making semimonthly payments to certain civilian employees of the Quartermaster's Department:

Quartermaster-General: "Army Regulations, 733, 1904 [A. R., 733, 1908], has always been construed in this office as permitting a certain amount of discretion to the quartermaster making payment to employees, and the method of paying semimonthly is acceptable to the Treasury Department officials. When the quartermaster's depots are located in large cities, where it is customary for employees not in the Government service to be paid semimonthly, it has been thought that to adhere strictly to paragraph of regulations referred to would in most cases work a hardship upon the employees of the Government."

Acting Secretary of War: "The semimonthly payments of civilian employees referred to herein is approved under the circumstances." (Cir. letter, I. G. O., Nov. 20, 1907; 5795–Bk, I. G. O.)

469. Political contributions of, prohibited. Copy of War Department Circular of September 1, 1904, publishing laws, opinions, etc., on this subject, is required by the last paragraph of said circular to be posted in prominent places in all bureaus and offices in and under the War Department and at all arsenals, depots, and stations in the service at large where civilians are employed. Also see Cir. 28, W. D., 1908.

470. Punishment for improper political activity on the part of those in the competitive classified service. (G. O. 52, W. D., 1908.)

471. All officers and employees of the United States of every description serving in or under any of the Executive Departments, and whether so serving in or out of Washington, are forbidden, either directly or indirectly, individually or through associations, to solicit an increase of pay or to influence or attempt to influence in their own interest any other legislation whatever, either before Congress or its committees, or in any way save through the heads of the departments in or under which they serve, on penalty of dismissal from the Government service. (Executive Order, Jan. 31, 1902; G. O. 18, A. G. O., 1902.)

472. No officer or employee of the Government shall, directly or indirectly, instruct or be concerned in any manner in the instruction of any person or classes of persons, with a view to their special preparation for the examinations of the United States Civil Service Commission. The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service. (Executive Order, Oct. 13, 1905; G. O. 183, W. D., 1905.)

473. Act of Congress granting certain classes of artisans and laborers employed by the United States the right to receive compensation for injuries sustained in the course of their employment, and regulations prescribed thereunder. (Cir. 68, W. D., 1908.)

CLAIMS AGAINST THE UNITED STATES.

474. The soliciting of pension or other claims against the United States on military reservations or at military posts, camps, or stations, including general hospitals, is hereby prohibited, and commanding officers will take measures effectually to prevent such soliciting within the limits of military reservations, posts, camps, stations, or hospitals under their command. Officers or enlisted men who give information with a view to aiding persons in soliciting such claims will be brought to trial and civilian employees who so offend will be discharged. (G. O. 163, W. D., 1906.)

CONTRACTS AND PURCHASES.

475. General regulations. (A. R., Articles L, LI, LII.)

476. Instructions of the Secretary of War of October 6, 1905, in regard to advertisements for supplies, bids and bidders, bondsmen, modification or annulment of contracts, inspection

of raw material used by manufacturers in furnishing finished products, inspection of supplies at time of delivery, etc. (G. O. 167, W. D., 1905.)

477. Paragraph 593, A. R., forbids, inter alia, any contract in which any person in the military service "shall be admitted to share or receive benefit." The arrangement in question by which recruits enlisted at New Haven, Conn., are lodged and fed by the wife of Corporal ——— of the recruiting party, is, strictly speaking, a violation of this requirement of the regulations; but the arrangement is not a violation of any statute, and its requirements may be waived by the Secretary of War. (Op. J. A. G., Oct. 22, 1907, concurred in by Actg. Scy. War, Oct. 24, 1907; 11918, 1. G. O.)

NOTE.—A. R., 593, of 1904, is same as A. R., 596, of 1908.

478. Convict labor on Government contracts prohibited. (G. O. 78, W. D., 1905.)

CONTRACT SURGEONS.

479. The services rendered by a contract surgeon are not restricted to those of a purely professional character; on the contrary, his eligibility for duty is the same as that of an assistant surgeon, except in so far as it is limited by the fact that he is not a commissioned officer. A contract surgeon, though not eligible for detail on courts-martial, may prefer charges against enlisted men and may be detailed on councils of administration, and as post treasurer, etc.; he may also witness payments to enlisted men under the provisions of A. R., 1335 to 1357. (A. R., 1413.)

480. Are entitled to campaign badges for services rendered by them in campaigns. (Cir. 22, W. D., 1905.)

481. Contract surgeons and dental surgeons are entitled to the same protection in their positions and the same respect and obedience from enlisted men as commissioned officers. (A. R., 1410.) Also see A. R. 1417.

482. Uniform for contract surgeons. (G. O. 169, W. D., 1907, par. 62.) For dental surgeons. (G. O. 169, W. D., 1907, par. 63.)

483. For plate work or for the filling of teeth of enlisted men the materials supplied by the Government will be used and no other, and dental surgeons are forbidden to enter into any financial agreement with enlisted men involving an obligation for payment for silver, platinum, or gold used for filling cavi-

ties in teeth, for the construction of bridge work, for the fitting of crowns, the making of artificial dentures, or other dental work. (A. R., 1420, G. O. 128, W. D., 1908.)

DISCHARGES.

484. Purchase of, by enlisted men. (A. R., 142; G. O. 4, W. D., 1906.)

485. Character given on. (A. R., 146.)

486. Instructions as to discharging and transferring enlisted men of organizations designated for a tour of duty in the Philippine Islands. (G. O. 141, W. D., 1908.)

DISEASES.

487. Strict attention will be paid by company commanders to the cleanliness of the men and to the police of barracks or tents. The men will be required to bathe frequently. In garrison, and whenever practicable in the field, they will be required to wash their hands thoroughly after going to the latrines and before each meal, in order to prevent the transmission of typhoid fever and other diseases by germs taken into the mouth with food from unclean hands. The hair will be kept short and the beard neatly trimmed. Soiled clothing will be kept in the barrack bag. (A. R., 281.)

488. Instructions in regard to personal hygiene for the prevention of typhoid fever. (Cir. 62, A. G. O., 1902.)

489. Especially of those serving in the tropics, due to immorality and excessive indulgence in strong drink; duty of regimental and company commanders. (Cir. 10, A. G. O., 1902.)

EIGHT-HOUR LAW.

490. Eight-hour law. (Act Aug. 1, 1892; G. O. 56, A. G. O., 1892, p. 8.) See A. R., 734, and Cir. 83, W. D., 1907.

491. Opinion of Attorney-General relating to application of. (G. O. 141, W. D., 1906.)

492. Reports of infractions of the eight-hour law from any branch of the military establishment are to be rendered in duplicate. (Scy. War, Apr. 11, 1907; 11576, I. G. O.)

FIELD HOSPITALS.

493. Organization, personnel, medical equipment, tentage, etc., for regimental, field, stationary, and base hospitals. (M. M. D., 545, 551–561, 590–595.)

494. Ordinarily there will be material for at least two regimental hospitals complete in each military department. These will be under the immediate control of the department commander and chief surgeon. (M. M. D., 561.)

495. In order that they may be kept in serviceable condition, complete and ready in all respects for field use, and that medical officers and enlisted men of the Hospital Corps may familiarize themselves with the equipment, surgeons at posts where regimental field hospitals are placed will pitch these hospitals once in every three months. (G. O. 75, W. D., 1903.)

NOTE.—The following is a list of posts at which there were regimental hospitals November 15, 1907: Assiniboine, Clark, Columbus Barracks, Crook, Des Moines, Douglas, Jay, Jefferson Barracks, Lawton, Leavenworth, Logan, Madison Barracks, Meade, Myer, Oglethorpe, Presidio of Monterey, Presidio of San Francisco, Riley (also field hospital), Robinson, Sam Houston, Thomas, Vancouver Barracks, Walla Walla, Wayne, D. A. Russell (Cuba), Ethan Allen (Cuba), McPherson (Cuba), Plattsburg Barracks (Cuba), Sheridan (Cuba), Snelling (Cuba).

496. Whenever there is suitable storage room available at hospitals the small articles listed in paragraph 325 of the Manual of the Medical Department, 1902 (see M. M. D., 1906, par. 592–c), such as flags, tools, and stoves, etc., will be procured by the surgeon on memorandum receipt and kept there with the medical field equipment. (G. O. 75, W. D., 1903.)

FORTIFICATIONS.

497. Fire-control installations to be designated "provisional" and "standard." (G. O. 81, W. D., 1907.)

498. Hereafter fire-control installation approved by the Secretary of War, in progress or completed at coast fortifications, will not be changed in any respect without his express sanction. (G. O. 66, W. D., 1905.)

499. Base lines to be established at coast artillery posts by the Engineer Department. (G. O. 36, W. D., 1904.)

500. Rules and regulations for inspection of batteries or emplacements, mining casemates, etc., turned over to the artillery under A. R., 1486, 1895 (A. R., 1523, 1908). (G. O. 65, A. G. O., 1901.)

501. Fire-control installation by the Signal Corps. (Cir. 16, W. D., 1905.)

502. Method of procedure in turning over Signal Corps fire-control installations. (S. C. M. No. 7, par. 88.)

503. Lettering of mortar pits. (G. O. 51, W. D., 1906.)

504. Keys of emplacements, stations, etc. (W. D., G. O. 172, 1905; Cir. 16, 1905, 50, 1907.)

505. No apparatus or plant installed in any fortification, nor any article or material belonging to such plant, the efficient operation of which will thereby be impaired, will be transferred without the approval of the Chief of Artillery and the chief of the supply department concerned. (G. O. 62, W. D., 1908, par. IV, sec. 11.)

506. No increase of load upon any fortification electric plant beyond that contemplated at the time of installation, or transfer of the same or any essential part of it, or any change in the electrical connections will be made without the approval of the Chief of Artillery and the chief of the supply department concerned. (G. O. 62, W. D., 1908, par. 12.)

507. Use of fortification electric plant by the Quartermaster's Department for lighting buildings and grounds. (A. R., 1068.)

508. Repairs pertaining to the sphere of responsibility of the district artillery engineer and of the post artillery engineer, etc. (G. O. 62, W. D., 1908, par. IV, sec. 13, 14, 15, 34, 35.)

509. In order to prevent delays, expense, and unnecessary correspondence, any damage to or defects in the engineer work or material at any artillery post will, as soon as observed, be communicated in writing by the artillery district commander directly to the district engineer officer, who is authorized to make needed repairs, if the balances in his hands from the general allotment for preservation and repair of fortifications are sufficient; otherwise, he will make immediate report of the fact to the Chief of Engineers. (G. O. 62, W. D., 1908, par. IV, sec. 43.)

510. Battery commanders will be responsible for the care, preservation, and proper handling of the equipment of their batteries and stations. They will make no changes in permanent installations. They will submit timely requisitions to post staff officer concerned for such supplies as may be needed for proper maintenance of equipment pertaining to their batteries and stations. They will report to the post staff officer of the department concerned such defects as they can not remedy and such repairs as they can not make with means under their control. (G. O. 62, W. D., 1908, par. IV, sec. 41.)

511. Care, preservation, and protection of all Government property at coast artillery subposts by caretaker detachments. (Cir. 65, W. D., 1906.)

512. Manufacturers' printed directions furnished with machinery and electrical appliances will have the force of orders in the absence of any special instructions that may be issued by the War Department and that may be in conflict therewith. (Cir. 45, W. D., 1908.)

513. During coast artillery service practice all emplacement doors and windows of the battery that is firing will be kept open. (G. O. 107, W. D., 1908.)

514. In the belief that for a small outlay great advances may be made in the concealment of seacoast batteries, the Acting Chief of Staff directs that the commanding officers of artillery districts be instructed to cause post commanders within their jurisdiction to gather and plant seeds, nuts, acorns, etc., on the slopes and grounds adjacent to batteries. Wherever it is necessary, seeds can be purchased and supplied to post commanders by the Engineer Department. (Cir. letter M. S. O., Aug. 12, 1904, to commanding generals Atlantic, Pacific, and Southwestern divisions. See Cir. 7, A. D., 1904.)

515. Precautions as to visitors visiting coast defenses. (A. R., 355.) The taking of photographic or other views of permanent works of defense will not be permitted. What information may be given concerning works of defense, etc. (A. R., 356.)

516. Supplies to be furnished by the various staff departments for the service of seacoast fortifications:

(a) Engineer Department.

For fire-control installations.—Will erect all stations (including battle and battery commander stations; primary, secondary, and supplementary stations for fire commands, mine commands, and batteries; searchlight, tide-gauge, and meteorological stations, etc.; switchboard rooms, and telephone and telautograph niches and booths for emplacements and stations, all protected in the best manner practicable; it will furnish circular benches around observing instruments and plotting boards, and to reduce the noise will furnish corrugated rubber floor cloth for the floors of stations and telephone booths; it will also furnish searchlights and the electric-power current required for all fire-control purposes (except that derived from Signal Corps storage batteries installed to operate telautographs), together with electric lamps and other material for lighting all stations,

etc.; it will also furnish and install all wiring, underground or overhead, for lighting and power. (G. O. 72, W. D., 1906.)

For fortifications in general.—Will supply and install all necessary electrical appliances and apparatus for furnishing light and power, including rubber matting for dynamo rooms, switchboards and instruments attached thereto, and searchlight equipments, with the exception of the motors permanently attached to the gun and mortar carriages, and except where central electric plants have been installed which provide current for the post as well as the fortifications, in which case the necessary supplies, etc., will be furnished in accordance with the provisions of paragraph 1066, A. R. [A. R., 1068, 1908]. The Engineer Department will also make repairs to the fortifications, including the ramps, gutters, etc., connected therewith. It will also, as funds permit, supply reserve lanterns for use in permanent seacoast batteries and fire-control stations in case of failure of electric current. (G. O. 183, W. D., 1907.)

(*b*) *Signal Corps.*

For fire-control installations.—Will supply all instruments for communication. This will include all kinds of telephones, telegraphs, telautographs, and megaphones which may from time to time be prescribed with their primary and storage batteries, storage-battery switchboards, motor generators, boosters, and the necessary cables of all kinds required for operating and interconnecting them. It will also supply electrical clocks, time-interval bells, firing signals, zone signals, aeroscopes, field glasses, telescopes (other than battle, fire, and mine commander's telescopes), and meteorological instruments. It will furnish and install all submarine cables for communication, including the construction of cable terminals, but excluding cover for the terminals or the cable approaches. It will also furnish all cable for communication by overhead or underground lines and the necessary terminal boxes. In case of underground lines the cables will be placed in trenches or ducts by the Engineer Department. In case of overhead lines they will be installed by the Signal Corps. When practicable, any pole lines which have been installed by the Engineer Department for light and power wires may, with the consent of that department, be utilized by the Signal Corps for any of these wires. It will supply each garrison coast artillery post having a standard fire-control installation with the following equipment: One electrical engineer's tool chest, one inspector's pocket kit, and one tool bag.

To each coast artillery post equipped with a provisional fire-control installation it will supply a post tool chest. (G. O. 241, W. D., 1907.)

For fortifications in general.—Will supply all necessary lines and means of electrical communication, including telephones, dial and other telegraphs, wiring, all necessary electrical instruments not permanently attached to the switchboard, including portable ammeters and portable voltmeters, and such special instruments as may be directed to be supplied by the Secretary of War. (G. O. 72, W. D., 1906.)

Anemometer stop watches in use at meteorological stations form a part of the present anemometer equipment and will continue to be issued by the Signal Department. (G. O. 65, W. D., 1906.)

All testing cells and sets for use in testing electrical installations in seacoast fortifications, except those needed as a part of the mine equipment, will hereafter be issued by the Signal Corps, and requsitions for the cells and sets should be made to the Chief Signal Officer of the Army. (G. O. 72, W. D., 1907.)

(c) *Ordnance Department.*

For fire-control installations.—Will supply range finders, observation telescopes, plotting boards, deflection boards, range boards, azimuth prediction boards, wind component indicators, asimuth instruments, stop watches, scale arms, materials for the construction of battle and difference charts, range tables, prediction scales, set forward rulers, drawing boards, drawing instruments, draftsman's supplies, etc., prescribed for use in connection with the fire control and direction system for coast fortifications and for the control of mine fields. (G. O. 72, W. D., 1906.)

For fortifications in general.—Will furnish all motors to be attached to gun and mortar carriages and mechanical loading apparatus, including motor generators, switchboards, terminal boxes, resistances, flexible metallic conduits, dry-cell batteries, magneto-generators, conductors, connections, etc., required for the power, illumination, and firing circuits attached to carriages; will supply all bench and hand tools and appliances for engineer power plants and ordnance repair shops, including supplies for the latter; will furnish and install, in buildings provided by the Quartermaster's Department, such machines, tools, etc., as may be prescribed for ordnance repair shops; will

make all necessary repairs to guns, carriages, instruments of the fire control and direction system furnished by it, including implements, accessories, tools, etc.; will furnish thermometers and hygrometers for use in connection with the ventilation of magazines, and stencils for all gun and mortar letters and figures for designating emplacements, etc. Clinometers and rests for each caliber and model of gun in service will be supplied by the nearest district armament officer of the Ordnance Department whenever needed by artillery officers in complying with the requirements of General Orders, No. 65, A. G. O., 1901. (G. O. 72, W. D., 1906.)

In order to fix more definitely the accountability for stop watches used at seacoast fortifications, all such instruments now on Signal Corps property returns, except those in use at meteorological stations, will be transferred to Ordnance Department returns, and in future these instruments will be issued only by the latter department. (G. O. 65, W. D., 1906.)

Ordnance officers of artillery posts will hereafter make requisition on the Ordnance Department for such maximum and minimum thermometers and ordinary thermometers as will insure there being on hand one of each kind for each magazine in which powder in any form is stored.

Such numbers of wet and dry bulb thermometers as the Chief of Artillery may recommend are issued by the Ordnance Department without requisition to each coast artillery post. (G. O. 62, W. D., 1907.)

(*d*) *Quartermaster's Department.*

For fire-control stations, etc.—Will supply stationery, heating apparatus, oil lamps, and furniture (not including rubber floor cloth nor circular benches for observers and plotters). (G. O. 72, W. D., 1906.)

For fortifications in general.—Will furnish all fuel and engine supplies, such as waste, lubricating oils, oil lamps, brooms, brushes, coal-handling and fire tools and appliances, etc., necessary for the maintenance, operation, and preservation of all electric plants; for central plants which furnish current to the post as well as to the fortifications, it will, in addition, furnish all material and funds necessary for their repair and preservation (A. R., 1066) [A. R., 1068, 1908]. It will also furnish such materials as may be needed for the use of the battery

mechanics, all grass-cutting tools, and all carpenter's tools. When under the provisions of A. R., 1535 [A. R., 1523, 1908], any seacoast post, or any part of it, has been turned over to and garrisoned by the coast artillery, all repairs to the post buildings, and to all plumbing, water-supply, and sewer systems, roads, walks, and grounds will be made by the Quartermaster's Department, governed in this work by the provisions of paragraph 1534, A. R. [A. R., 1522, 1908]. (G. O. 72, W. D., 1906.)

517. Allowance of furniture for position-finding stations at coast artillery posts furnished by the Quartermaster's Department. (G. O. 45, W. D., 1906.)

518. Establishment of provisional fire-control systems, and staff departments which furnish equipments, etc., for same. (G. O. 13, 54, W. D., 1906.)

NOTE.—Topical indexes of artillery subjects are published as Artillery Notes Nos. 21 and 27.

FUNDS.

Regimental, bakery, company, and mess.

519. Regulations. (A. R. 313–331, 334–335, 347, 906, 1152.)

520. Band fund, Coast Artillery. (A. R., 323.)

521. Army bands or members thereof shall not receive remuneration for furnishing music outside the limits of military posts when the furnishing of such music places them in competition with local civilian musicians. (Act May 11, 1908; G. O. 80, W. D., 1908.)

522. No projects by which money will accrue will be entered upon under color of military control without specific authority from the War Department. (A. R., 320.)

523. The establishment of company exchanges or other undertakings not authorized by the Army Regulations or the orders or instructions of the War Department, for the purpose of accumulating company funds, is prohibited. (G. O. 165, W. D., 1906.)

524. Fuel or mineral oil issued to troops can not be sold for the benefit of company fund. (A. R., 1051, 1064.)

525. Empty flour sacks and barrels may lawfully be sold by a post bakery, company, or general mess, and the proceeds of the sale taken up and accounted for in the proper fund. (Cir. 11, W. D., 1908.)

526. The purchase from regimental, bakery, company, or mess funds of any article which can be obtained on requisition from a supply department is forbidden. (A. R., 319.)

527. Paragraph 318, A. R., 1904, is not held to apply in its restrictions to ration articles, the word "articles" as therein contained being interpreted to mean those of a permanent or semipermanent nature, as brooms, scrubbing brushes, tableware, kitchen utensils, etc. (Memo. Asst. to Chief of Staff, approved by Acting Secretary of War April 9, 1908.)

NOTE.—A. R., 318, 1904, is continued as A. R., 319, 1908.

528. The expense of the bakery will be restricted to the extra pay of the bakers, the purchase of articles necessary for making bread and utensils not furnished by the supply departments, and the cost of power used in the operation of authorized bread-making machinery. These expenses must be paid from the bakery fund. (A. R., 335.)

529. The company fund is not intended for expenditure in the purchase of articles to facilitate the transaction of business in a company. On the contrary the legitimate and proper application of this fund is in supplementing the articles already furnished by the supply departments for the purpose of increasing the comfort, pleasure, contentment, mental and physical improvement of the organization. To accomplish this purpose, disbursements of company fund are authorized; disbursements for all other purposes are unauthorized. (Cir. 6, W. D., 1904.)

530. Circular 6, W. D., 1904, is construed as not prohibiting the purchase or repair of typewriting machines from the company fund, provided the officer responsible for expenditures from that fund decides that the same are made solely for the benefit of the company and for the purpose of increasing the comfort, pleasure, and contentment of the enlisted men. (Cir. 56, W. D., 1906.)

531. The purchase of aprons for company cooks from company funds is deemed to be authorized by Circular 6, W. D., 1904. (Chief of Staff, Sept. 5, 1905; 10274, I. G. O.)

NOTE.—White coats and trousers are issued to cooks and bakers by the Q. M. Dept., at cost price. (Cir. 60, W. D., 1907.)

532. Prizes to rifle competitors are not permissible expenditures from the company fund under existing regulations as interpreted by Cir. 6, W. D., 1904. (Scy. War, Dec. 18, 1906; 11274, I. G. O.)

533. Where soldiers are detached for duty as members of machine gun platoons and at rifle competitions, an allotment to improve their mess can be ordered by the department, regimental, or post commander from the fund of the organization to which they belong. (Inspector-General of the Army, approved by Scy. of War July 28, 1908; 12515, 12518, I. G. O.)

534. Paying a man to look after a pool table should increase the profits therefrom; and paying men who cultivate a garden should increase its output. The post commander's statement shows that Company * * * gained materially by paying for such services. These expenditures from the company fund benefited the company, and solely the company, if the men employed were paid no more than their extra services for the company were worth.

Paragraph 329, Army Regulations (A. R., 330, 1908), authorizes paying an enlisted man extra compensation from company funds for cooking food for a company. The same principal would permit paying a gardener for providing food for a company. It is only a step further in the same direction to paying a pool table attendant for increasing the funds with which food may be purchased for a company.

It is recommended that the expenditures reported in this case be approved.

The Inspector-General was consulted, and concurs in the above recommendation, adding, however, that unduly large expenditures for the purposes in question should not be made. (Report of Asst. to the Chief of Staff, approved by the Acting Scy. War March 31, 1908; 12240, I. G. O.)

535. In payment of extra-duty pay to company cooks, A R., 329, 1904, should be strictly complied with. Recommendation that the paragraph cited (329) be amended so as to give greater latitude in the payment of company cooks from company funds was not favorably considered by the War Department. (Scy. War, May 29, 1906; 10806-A, I. G. O.)

NOTE.—A. R., 329, 1904, is same as A. R., 330, 1908.

536. The act of May 26, 1900, does not prohibit the payment of extra-duty pay where such extra pay is not derived from an appropriation of Congress. (J. A. G., July 31, 1906; 11009-A, I. G. O.) Under this ruling enlisted men receiving or entitled to receive foreign-service pay, may receive extra pay from company, bakery, mess, and exchange funds, for services as cooks, bakers, attendants, etc.

537. Seeds for post gardens may be purchased from company funds. (A. R., 350.)

538. No troop should have to exceed three cows and eight hogs. (Decision Chief of Staff, January 13, 1906; 10528, I. G. O.)

539. The fund of the hospital, or of a detachment or band having a separate mess, is regarded as a company fund. (A. R., 328.)

540. Hospital fund. (A. R., 313–315, 317–321, 328–329; M. M. D., 276–288.)

541. Cows may be purchased from hospital fund upon authority of chief surgeons. (M. M. D., 280.)

542. The hospital gardener may be paid not exceeding $10 per month from the hospital fund, when authorized by chief surgeon. (M. M. D., 282.)

543. At stations where ice is not furnished by the Quartermaster's Department it will, upon authority from the Surgeon-General, or in the Philippines Division upon authority from the chief surgeon, be purchased from the hosiptal fund or from the "appropriation for medical and hospital supplies." (M. M. D., 326.)

544. The purchase from the hospital fund of liquors (wines, beer, etc.), except for use of the sick in hospital, will not be approved. (M. M. D., 279.)

545. Receipts for expenditures of hospital fund for which the responsible officer claims credit are required to accompany the accounts when audited under paragraph 313, Army Regulations, or 283, Manual for the Medical Department. (Dec. Actg. Scy. War, Oct. 29, 1907; 12006, I. G. O.)

NOTE.—A. R., 313, 1904, is same as A. R., 314, 1908.

546. It is not deemed advisable to require vouchers to hospital fund account to be made in duplicate; the inspection by the Inspector-General's Department should cover the hospital fund account to date if practicable, but if any vouchers have been forwarded to the chief surgeon of the department and not received back (see M. M. D., 283), the inspector should note this fact and what vouchers are missing. (Scy. War, Aug. 9, 1907; 11829, I. G. O.)

547. The company commander will keep an account of the company fund, which will be inspected by the post, regimental, battalion, or squadron commander at [illegible] quarter. (A. R., 329.)

548. Under no circumstances will regimental, bakery, company, mess, hospital, post exchange, or band funds be taken away from the post where the organization to which they pertain is stationed, except as may be necessary to pay indebtedness or for deposit in a bank.

Should the officer who is custodian of any of these funds be absent from the post, on leave or otherwise, for any period beyond three and less than ten days, he will leave the funds with the officer acting in his place, taking memorandum receipt therefor. If an officer is to be absent for more than ten days he will regularly transfer the funds of which he is custodian to his successor.

Company, post exchange, bakery, and other funds authorized by A. R., 313, will, if deposited in a bank, be placed under their official designation, as, for example, Company Fund, Company B, Twenty-first Infantry, and not to the credit of the officer who is custodian. (A. R., 321.)

549. The restrictions imposed on the custody of funds by A. R. 320, 1904, as amended by paragraph 1, G. O. 32, W. D., 1908, are not intended to have any bearing upon the working of paragraph 287, Manual for the Medical Department, 1906. (Scy. War, March 13, 1908; 8340-AA, I. G. O.)

NOTE.—A. R., 320, 1904, as amended, is same as A. R., 321, 1908.

550. Councils of administration. (A. R., 313–318.)

551. In case of loss of regimental, bakery, exchange, company, or mess funds, the circumstances will be carefully investigated and reported by the post council, with recommendation as to responsibility, for the decision of the department commander. (A. R., 318. See also M. M. D., 281.)

552. Inspection of, by Inspector-General's Department. (A. R., 906, par. 17.)

GUARD DUTY.

553. Whenever practicable a single company, if of sufficient strength, furnishes the officers of the day and guard, the noncommissioned officers, musicians and privates of each guard. (I. D. R., 521.)

554. At coast artillery posts, each company in turn, except as otherwise provided for in G. O. 88, W. D., 1907, will furnish the entire enlisted strength of the post guard. (G. O. 88, *W. D., 1907.*)

555. Field artillery troops are no longer exempt from post guard, police and fatigue duty. (G. O. 179, W. D., 1907, rescinding A. R., 368, 1904, and M. G. D., 14.)

556. Details for post guards will, as far as practicable, be made so as to insure privates an interval of not less than six days between tours, or only one tour in seven days. When the number of available men at a post is not sufficient to fulfill this requirement, extra and special duty men should be regularly detailed for night guard duty, still performing their usual duties in the daytime. (M. G. D., 32.)

557. Except in emergencies, privates will not be detailed for guard duty oftener than once in five days. When necessary to fulfill this requirement, the number of posts will be diminished and the sentinels required to patrol a sufficient extent of ground to watch over all public property. (M. G. D., 32.)

558. Officer of the day will visit the guard and sentinels at least once between 12 o'clock midnight and daylight, and when there is no officer of the guard, he will visit each relief at least once while it is on post. (M. G. D., 55.)

559. The commander of the guard will visit each relief at least once while it is on post, and at least one of these visits will be made between 12 o'clock midnight and daylight. (M. G. D., 69.)

560. The detail of officers of the guard will be limited to the necessities of the service and efficient instruction; inexperienced officers may be detailed as supernumerary officers of the guard for the purpose of instruction. (M. G. D., 28.)

561. Orderlies for commanding officers shall be selected daily from the guard at guard mounting. * * * The unauthorized practice of detailing permanent orderlies has a tendency to establish a very objectionable connection between orderly duties proper and other employments not purely of a military character; this practice is, therefore, prohibited. (Cir. 10, A. G. O., 1890.)

562. Sentences imposing tours of guard duty are forbidden. (A. R., 973.)

563. By detachments of the Signal Corps. (Cir. 48, W. D., 1904.)

564. Sentries on duty at docks (seacoast posts) are to be instructed to report promptly any vessel that is about to anchor in the vicinity of military cables and to warn the master of such vessel that he is endangering the cables [illegible] prosecution if any damage is done.

be posted for this purpose except when absolutely necessary. (G. O. 165, W. D., 1905.)

GUNS AND CARRIAGES.

565. For batteries of field artillery. (G. O. 162, W. D., 1904; G. O. 131, W. D., 1907.)

566. Distribution of load on 3-inch field carriage. (Cir. 8, W. D., 1907.)

567. Kind of guns to be used in firing blank ammunition. (G. O. 9, W. D., 1908, p. 9.)

568. All firings with blank ammunition, whether with breech or muzzle loading guns, will be under the personal supervision of a commissioned officer who shall be present at the firing and direct it. Whenever more than one round is fired from any gun or guns he will see that the chamber of breech-loading guns or the bore of muzzle-loading guns is carefully sponged out with a damp sponge, to extinguish sparks and remove powder residue after each round and before the insertion of another round. (G. O. 9, W. D., 1908, par. XXIII.)

569. Assembling and mounting of guns and carriages in seacoast fortifications. (Cir. 19, A. G. O., 1898.)

570. Numbering of guns and mortars at fixed batteries. (G. O. 51, W. D., 1906.)

571. Inspection of seacoast guns during closed season. (See par. 89, *ante.*)

572. Rules for the inspection of guns, gun carriages, etc., turned over to the artillery. (G. O. 65, A. G. O., 1901.)

573. Guns mounted on disappearing carriages will be kept habitually in the loading position, which is at an angle of elevation of about 5°. Guns not mounted on disappearing carriages will be kept habitually at an angle of depression of about 5°.

Mortars will be habitually elevated so that they will be parallel to the piston rod with the breech cover left off. The translating roller will be left in place. At posts where the sand blows into the breech mechanism and at all posts during the cold season where snow and ice may collect and form around the breech mechanism, the mortar will be kept horizontal with the breech cover on.

All seacoast guns will be kept habitually with breech and muzzle covers on when not in use. (Cir. 76, W. D., 1907.)

574. *Electric circuits used on seacoast gun carriages.* (W. D., *G. O. 194, 1906;* 94, 1907.)

575. Computations for elevation scales for seacoast guns. (W. D. Cirs. 7, 1906, 23, 1907.)

576. Instructions for adjusting gas-check pads for all calibers and models of guns. (Cir. 46, A G. O., 1902.)

577. Instructions for adjusting the new safety attachment to 4.7-inch and 6-inch Armstrong rapid-fire guns. (Cir. 59, A. G. O., 1902.)

578. Instructions for pulling obturating friction primers. (Cir. 47, A. G. O., 1902.)

579. Removal of name and direction plates when painting field, siege, and sea-coast gun carriages, and of trunnion brackets for telescopic sights for sea-coast gun carriages, is forbidden. (Cir. 36, A. G. O., 1903.)

580. Instructions for the removal of old paint from guns and carriages. (Cir. 56, A. G. O., 1902.)

581. Method of removing paint from the counter recoil springs of mortar carriages. (Cir. 45, W. D., 1906.)

582. Mortars will be raised out of their trunnion beds for the purpose of cleaning the trunnions, trunnion beds, and the oil grooves in the trunnion-bed liners at least once every year and as often as difficulty not due to the elevating gearing is found in elevating or depressing them.

Once every two years the counter recoil springs of mortar carriages will be dismounted, the old paint removed, and two coats of new paint given to each spring. The springs should not be reassembled until the paint is dry. (Cir. 12, W. D., 1908.)

583. Instructions for the care and cleaning of recoil cylinders. (Art. Mem. No. 1, W. D., 1904.)

584. Use of light slushing oil and synovial oil on guns and carriages. (Cir. 48, W. D., 1905.)

585. Transfer of guns, carriages, and range finders, or other ordnance material permanently emplaced, will not be made without authority from the Secretary of War. (G. O. 62, W. D., 1908, par. IV, sec. 21.)

586. The habitual place of storage of machine guns issued to coast artillery posts is in the galleries of batteries, for which purpose they may, when it is necessary, be dismounted. If the dampness of any particular batteries makes the removal of machine guns from them *necessary*, they should be stored at other places where shelter may be available as convenient as possible to the batteries to which they are assigned. (Chief of Artil-

lery, approved by Scy. War January 2, 1908; Cir. 1, Dept. Gulf, 1908.)

587. The suggestion that breech blocks of rapid-fire guns be removed for storage during the winter is approved by the Secretary of War, provided that this precaution shall not be such as to permit complication with the requirements of paragraph 488, D. R. C. A., that material out of service must be kept in such condition that it can be prepared for service on not more than twenty-four hours' notice, and that there is no chance of parts being mislaid or lost. (Scy. War, Apr. 13, 1908; 12131, I. G. O.)

588. Methods for making repairs and alterations to seacoast guns and carriages and their accessories, implements, and equipments, and to instruments of the fire-control system issued by the Ordnance Department. (G. O. 62, W. D., 1908, par. IV, sec. 23.)

589. Care of armament, etc., *out of service.* (D. R. C. A., 488.)

590. Pent houses will not be provided for shelter for seacoast artillery. The deterioration of artillery material must be prevented by the unremitting care and watchfulness of the officers and troops to whom the use and care of the modern armaments are confided. (Cir. 8, A. G. O., 1901.)

591. Specially shaped paulins for the winter protection of sea-coast guns and carriages at fortifications on the Atlantic coast, north of the 40th parallel of latitude, will be provided by the Ordnance Department upon requisition, except for 12-inch mortars and their mounts, which will not be provided until the completion of the tests now in progress. Paulins for other fortifications than those named above or for other purposes will be provided only in special cases of extreme necessity, which should be fully explained in each instance. (G. O. 8, W. D., 1907.)

592. Prevention of loss by theft of hand counterweights of disappearing carriages. (Cir. 28, W. D., 1906.)

593. Care of armament at coast artillery subposts by caretaker detachments. (Cir. 65, W. D., 1906.)

594. The Secretary of War and the Secretary of the Navy are each hereby authorized, in their discretion, to loan or give to soldiers' monument associations, posts of the Grand Army of the Republic, and municipal corporations, condemned ordnance, *guns,* and cannon balls which may not be needed in the service of either of said Departments. Such loan or gift shall be

made subject to rules and regulations covering the same in each Department, and the Government shall be at no expense in connection with any such loan or gift. (Act May 22, 1896.)

HONORS TO THE FLAG.

595. At every military post or station the flag will be hoisted at the sounding of the first note of the reveille, or of the first note of the march, if a march be played before the reveille. The flag will be lowered at the sounding of the last note of the retreat, and while the flag is being lowered the band will play "The Star Spangled Banner," or, if there be no band present, the field music will sound "to the color." When "to the color" is sounded by the field music while the flag is being lowered the same respect will be observed as when "The Star Spangled Banner" is played by the band, and in either case officers and enlisted men out of ranks will face toward the flag, stand at attention, and render the prescribed salute at the last note of the music. The national flag will be displayed at a seacoast or lake fort at the beginning of and during an action in which the fort may be engaged, whether by day or by night. (A. R., 441.)

596. Whenever "The Star Spangled Banner" is played by the band on a formal occasion at a military station, or at any place where persons belonging to the military service are present in their official capacity, all officers and enlisted men present will stand at attention, such position being retained until the last note of "The Star Spangled Banner." The same respect will be observed toward the national air of any other country when it is played as a compliment to official representatives of such country. Whenever "The Star Spangled Banner" is played under circumstances contemplated by this paragraph, the air will be played through once without repetition of any part, except such repetition as is called for by the musical score. (A. R., 384.)

597. The national or regimental color or standard, uncased, passing a guard or other armed body will be saluted, the field music sounding "to the color" or "to the standard." Officers or enlisted men passing the uncased color will render the prescribed salute; with no arms in hand, the salute will be made by uncovering, the headdress being held in the right hand opposite the left shoulder, right forearm against the b
(A. R., 383.)

ICE.

598. Manufactured with ice machines operated by the Quartermaster's Department, quantity issued to hospitals, commissaries, organizations, offices, etc., to be regulated by the post commander. (Q. M. M., 456.)

599. Supply for hospital use and for the preservation of subsistence stores will be paramount to all other uses and will be given preference in all cases where a reduction of issue becomes necessary. (Q. M. M., 456.)

600. Rates of charge for surplus, manufactured with Government ice machines: For United States. (G. O. 205, W. D., 1906.) For Philippines. (G. O. 39, W. D., 1907.)

601. Sale of surplus ice to the public in competition with private enterprise is prohibited by law. (Army appropriation act Mar. 2, 1905; G. O. 40, W. D., 1905; and subsequent annual army appropriation acts.)

602. Allowance for organizations, detachments, etc., issued by the Subsistence Department; when it may be issued by that department; no savings or wastage allowed; not subject to commutation. (Sec. 10, A. R., 1233; M. S. D., 198–203.)

603. At posts and stations where ice machines are operated by the Quartermaster's Department, the Subsistence Department will not supply ice. (Q. M. M., 457.) When an ice machine breaks down and ceases to produce ice the Subsistence Department will supply it. (M. S. D., 199.)

604. For hospitals, when not furnished by the Quartermaster's Department. (M. M. D., 326.)

INSTRUCTION.

Theoretical.

605. Regulations governing the service schools:

Coast Artillery School, Fort Monroe, Va. (G. O. 133, W. D., 1908; par. 1, G. O. 27, W. D., 1908.)

Engineer School, Washington Barracks, D. C. (G. O. 136, W. D., 1905.)

Mounted Service School, Fort Riley, Kans. (G. O. 110, W. D., 1908.)

Army School of the Line, Fort Leavenworth, Kans. (G. O. 211, W. D., 1907; Cir. 13, 29, W. D., 1908.)

Army Signal School, Fort Leavenworth, Kans. (G. O. 211, *W. D., 1907.)*

Army Staff College, Fort Leavenworth, Kans. (G. O. 211, W. D., 1907.)

Army Medical School, Washington, D. C. (G. O. 139, W. D., 1905, amended by W. D. G. O. 124, 1906; 134, 1907.)

Training School for Farriers and Horseshoers. (See Mounted Service School.)

Training School for Bakers and Cooks. (See Mounted Service School.)

Training School for Saddlers, Rock Island Arsenal, Ill. (W. D. G. O. 202, 1906; 9, 1907; 86, 1908.)

School of Musketry, Presidio of Monterey, Cal. (G. O. 35, W. D., 1907.)

606. Garrison schools for officers. (G. O. 124, W. D., 1905, as amended by W. D. G. O. 168, 1906; 108, 1907; Cir. 46, 1907.)

607. Officers of the Signal Corps will not be required to attend the garrison schools for officers. (Cir. 48, W. D., 1904.)

608. Schools for noncommissioned officers and specially selected privates. (Pars. 4–6, G. O. 124, W. D., 1905.)

609. Certificates of proficiency to be issued to noncommissioned officers in a manner similar to that prescribed for officers in the garrison schools. (Chief of Staff, Nov. 30, 1904, published in Cir. 11, A. D., 1904.)

610. Post schools for enlisted men. (Par. 3, G. O. 124, W. D., 1905.)

611. Paragraph 3, G. O. 124, W. D., 1905, is construed as not requiring the attendance of an enlisted man at a post school, and no order making attendance compulsory will be issued. (Cir. 37, W. D., 1907.)

612. Enlisted men of the Signal Corps will not be required to attend the post schools for enlisted men. (Cir. 48, W. D., 1904.)

613. Post schools for children. (G. O. 155, W. D., 1905.)

614. Text-books for the various schools. (W. D. Cir. 38, 1905; 54 and 60, 1906; 13, 1907.)

615. Attendance of militia officers at any military school or college of the United States (Sec. 16, act January 21, 1903; G. O. 7, A. G. O., 1903); at the Coast Artillery School (Par. 16, G. O. 133, W. D., 1908); Army School of the Line (Par. 4–17, G. O. 211, W. D., 1907, Cir. 29, W. D., 1908); Army Medical School (W. D., G. O. 139, 1905; 134, 1907); garrison schools (G. O. 124, 1905, and Cir. 46, 1907, W. D.).

Practical.

616. Garrison training of the cavalry, infantry, and field artillery will include gymnastics and outdoor athletics, bayonet and kindred exercises, the details of tent pitching and striking, close order drills, ceremonies, guard duty, riding, horse exercise, the preliminary training for range firing, the mechanism of extended order drills, the hygienic care of the person, of buildings and grounds, swimming, and generally all such needful instruction heretofore prescribed as can profitably be imparted on limited ground and under the conditions imposed by garrison life. (Par. 2, G. O. 177, W. D., 1907.)

617. Field training of the cavalry, infantry, and field artillery will include range firing, practice marches, camping, and in connection therewith drills and exercises of every kind calculated to instruct and prepare the soldier in peace for his actual duties in war. These will embrace advance and rear guard formations, attack and defense of convoys and of selected positions, outpost duty, reconnaissance, and patrolling by day and night, night operations, road sketching, the making of reports, the use of intrenching tools, individual field cooking, etc. (Par. 3, G. O. 177, W. D., 1907.)

618. Time, during periods of practical instruction, when company, troop, and battery commanders are to be permitted to instruct their organizations in their own discretion. (Par 4, G. O. 177, W. D., 1907.)

619. Throughout the year all companies, troops, and batteries will have such field training as may be prescribed by the department commander under A. R., 237. (Par. 5, G. O. 177, W. D., 1907.)

620. Practice marches. (Par. 5, G. O. 177, W. D., 1907.)

621. Except when excused by higher authority, all officers should accompany their commands on the monthly practice marches, and reports should be required, naming in every case any who are unable or fail to do so, or fall out on the march. (W. D. G. O. 240, 1907; 79, 1908.)

622. Encouragement to be given to the cultivation of horsemanship in the Army; infantry captains to be afforded facilities and opportunities for horseback riding. (W. D. G. O. 240, 1907; 79, 1908.)

623. Post contests in saber and bayonet exercises. (Par. II, G. O. 72, W. D., 1907.)

624. Field artillery programme of instruction, etc. (G. O. 71, A. G. O., 1903; G. O. 23, W. D., 1908.)

625. Firing practice of field artillery. (G. O. 152, W. D., 1906.)

626. If practicable, night firing should be practiced by field artillery. (Par. 13, G. O. 152, W. D., 1906.)

627. Instruction of musicians of field artillery batteries to include the proper and accurate delivery of verbal messages. (Page 5, G. O. 71, A. G. O., 1903.)

628. "Coast Artillery Instruction Order." (G. O. 106, W. D., 1908.)

629. District commanders to give special attention to night drills of coast artillery. (Par. 8, G. O. 106, W. D., 1908.)

630. Neither service nor subcaliber practice will be held by a company of coast artillery until such company is thoroughly familiar with all of the equipment supplied for the service of the battery at which the company is to fire. (Cir. 62, W. D., 1906.)

631. The method of making checks in mortar fire direction should be thoroughly understood by every mortar battery commander. If a battery commander does not know of them he is not competent to command a battery. If he does know of the checks and does not employ them he is not performing his duty. (Art. Bulletin No. 41, serial No. 45, Jan. 23, 1908.)

632. What coast artillery exercises are to be concluded by 1 o'clock p. m. (Par. 4, G. O. 106, W. D., 1908.)

633. Who may be excused from coast artillery drill upon approval of artillery district commander. (Par. 11, G. O. 106, W. D., 1908.) Also see G. O. 62, W. D., 1908, par. IV, secs. 37, 39.

634. Annual encampment, coast artillery. (Pars. 21–26, G. O. 106, W. D., 1908.)

635. Coast artillery instruction in service of mines. (Par. 123–131, G. O. 106, W. D., 1908.)

636. Infantry instruction and small-arms practice for coast artillery. (Par. 133–142, G. O. 106, W. D., 1908.)

637. Target year for all arms of the service will begin January 1 and end December 31. (G. O. 9 and 81, W. D., 1908.)

638. Supplementary practice season for small-arms firing. (Pages 15, 23, 64, S. A. F. R.)

639. Special instruction in the methods of rendering first aid to the sick and wounded will be given to all enlisted men of the Signal Corps and of the line of the Army by their company offi-

cers for at least twelve hours in each calendar year. (A. R., 1438.)

640. Instruction necessary to enable company officers to drill the enlisted men in their companies in methods of rendering first aid, etc. (M. M. D., 329.)

641. The surgeon or his assistant can properly be directed by the post commander to give the necessary instruction in first aid to company officers. (Actg. Surgeon-General, published in Cir. 20, Dept. East, 1904.)

642. Instruction of the Hospital Corps. (A. R., 1432, 1439; G. O. 88, 123, W. D., 1905.)

643. The company equipment of engineer companies is to be used as far as practicable for routine drill and instruction in garrison, as well as for service in the field, the object being to test the various instruments and tools issued to the companies and to determine the necessity for or sufficiency of the various items. (E. R., 412–414, G. O. 2, Office of Chief of Engineers, 1908.) See par. 348, *ante*.

644. The department commander will supplement the operations of the Signal Corps of the Army by such instruction in practice of military signaling as may be necessary for the public service. He will cause each troop, battery, and company commander to have at all times at least two available enlisted men able to exchange messages in the Army and Navy code at short distances by flag. (A. R., 1580.)

645. Signaling for coast artillery. (Par. 132, G. O. 106, W. D., 1908.)

646. Proficiency in heliograph and flag signaling will be considered to have been attained whenever the signaler is competent to send 8 and receive 5 words per minute with the heliograph, and to send and receive, each, 6 words per minute with the flag. (Chief Signal Officer of the Army, March 14, 1895; 640, I. G. O.)

647. Commanding officers are required to provide for the instruction of their commands in swimming where opportunity is available. (Cir. 11, W. D., 1905.) Also see G. O. 177, W. D., 1907, par. 2.

648. Swimming horses. (C. D. R., 483; D. R. L. A., 1100.)

649. Athletics and gymnastics: For cavalry and infantry. (Par. 2, G. O. 177, W. D., 1907.) For coast artillery. (Par. 143, G. O. 106, W. D., 1908.) For field artillery. (Par. 2, G. O. 177, W. D., 1907; p. 5, G. O. 71, A. G. O., 1903.)

650. Information for convenience and assistance of all concerned in athletic competitions. (Cir. 35, W. D., 1908.)

651. Prizes for athletic sports. (Par. 16, G. O. 109, W. D., 1905.)

652. Manual of Calisthenic Exercises (Koehler), Manual of Gymnastic Exercises (Koehler), and Manual of Physical Drill (Butts), are furnished to the army by the War Department.

653. Instruction in extended order drill should not be required of Signal Corps companies. (Chief of Staff, Dec. 16, 1904; 9778–A, I. G. O.)

654. Instruction of machine-gun platoons of cavalry and infantry. (G. O., 113, W. D., 1906.)

655. The machine-gun platoon in garrison, in so far as drill and instruction (except small-arms target practice) are concerned, is an independent unit, under the immediate command of the platoon commander.

The members of the machine-gun platoon are normally not expected to receive instruction with their respective companies in addition to drilling and receiving instruction with the platoon, and normally the platoon commander is not expected to attend company drill and instruction in addition to his duties with the platoon, as his time is supposed to be fully occupied with the duties pertaining to his platoon.

Paragraph 4, G. O. 177, W. D., 1907, is construed to mean that the machine-gun platoon commander shall have his full organization one day in each week for such practical training as he may see fit. (Indorsement A. G. O., Feb. 17, 1908, published in Cir. 11, Dept. of the Missouri, 1908.)

656. Provisional firing regulations for machine-gun platoons and provisional system of aiming and pointing drills for machine guns of infantry and cavalry regiments. (G. O. 102, W. D., 1908.)

LAUNDRIES.

657. Steam, under Quartermaster's Department: Not to compete with private enterprise; may do work for other branches of the Government, when, and how receipts for same are to be accounted for. (Army appropriation act Mar. 2, 1905; G. O. 40, W. D., 1905, pp. 14, 15; and subsequent annual army appropriation acts.)

658. Hospital. (M. M. D., 292.)

659. Post exchange. [illegible] 9.)

660. Post laundries may give credit to enlisted men of the command, not to exceed $2 per man per month. (G. O. 162, W. D., 1906; A. R., 348.) Laundry charges are fixed by the post council of administration. (A. R., 316.)

661. A laundry established by private individuals at a military post, under revocable license issued by the War Department, is not a post laundry within the meaning of A. R., 346½ (A. R., 348, 1908). (M. P. D., 839–A.)

662. Occasional services to the Government by post laundries, when authorized, etc. (G. O. 253, W. D., 1907.)

MAIL.

663. Marking of foreign, supposed to contain dutiable articles. (G. O. 54, W. D., 1904.)

MANURE.

664. Of posts is quartermaster's property, which should be used for the public service:

1. For post or company gardens.
2. For fertilizing ornamental grounds at posts, including post cemeteries.
3. In case any is not needed for these purposes, it should be sold at public auction, and the proceeds of the sale be deposited to the credit of the United States on account of miscellaneous receipts. (Cir. 12, A. G. O., 1891.)

MARINE CORPS.

665. Detached for service with the Army: Subject to rules and articles of war prescribed for the Army (M. L. 445, 446); rations (M. L. 440, 441); method of communicating orders to marines (Cir. 18, W. D., 1908).

MILITARY POST.

666. A military post means a place where troops are assembled, where military stores, animate and inanimate, are kept or distributed, where military duty is performed or military protection afforded—where something, in short, more or less closely connected with arms or war is kept or is to be done. (U. S. Supreme Court Report 94.)

MILITIA.

667. Organization of the organized militia in the several States and Territories and in the District of Columbia from and after January 21, 1908. (G. O. 222, W. D., 1907.)

MOSQUITOES.

668. Oil for destruction of, to be furnished by the Quartermaster's Department. (Cir. 23, A. G. O., 1901.)

NATIONAL CEMETERIES.

669. Regulations for the guidance of the superintendents of national cemeteries, published in Cir. 27, Q. M. G. O., 1905, are to be hung in a conspicuous place in the office of the superintendent of each national cemetery. (Cir. 27, Q. M. G. O., 1905, par. 14.)

670. The keeping of domestic animals or fowls within the national cemeteries is prohibited; nor will they be kept in the vicinity of such cemeteries, by or for the benefit of the superintendents or employees, except by permission of the Quartermaster-General, upon application therefor in each case. (Cir. 27, Q. M. G. O., 1905, par. 7.)

671. Instructions in regard to the cleaning of headstones; responsibility of the superintendents with reference thereto; 80 headstones per day, or 10 per hour, considered a fair average for a laborer to clean, etc. (Cir. 32, Q. M. G. O., 1905.)

672. Directions to be followed in painting buildings, etc., in order to secure uniformity in appearance. (Cir. 7, Q. M. G. O., 1907.)

673. The following will maintain at all national cemeteries:

Only one marker of iron or other material furnished by military organizations, secret or fraternal societies will be permitted to be placed upon the grave of any officer or enlisted man interred in a national cemetery; and in case such marker is placed at a grave it will remain there only until the regulation Government headstone or a private monument has been erected thereat, when the marker that may have been set up at the grave as above indicated will be immediately removed and the organization or individual erecting it duly notified. No growing plants other than those placed about the cemetery by the Government will be permitted upon or around the graves, as they increase the cost of maintaining the cemetery, and if neglected disfigure the appearance of the cemetery. (Cir. 3, Q. M. G. O., 1906.)

Also see par. 249, *ante*.

674. It is hereby made the duty of the inspector to notice and report the habits and conduct of the superintendents. (G. O. 66, A. G. O., 1873.)

NATIONAL HOLIDAYS.

675. The words "national holidays," used in connection with the issue of dressed chicken or turkey in the garrison ration, are construed to mean those days that are declared legal holidays by the Federal Government, and that are of general observance. They embrace New Year's Day (January 1), Washington's Birthday (February 22), Memorial Day (May 30), Independence Day (July 4), Labor Day (first Monday in September), Thanksgiving Day (day designated by the President for national thanksgiving), and Christmas Day (December 25). (Cir. 41, W. D., 1908.)

NONCOMMISSIONED OFFICERS.

676. Appropriate duties of coast artillery noncommissioned staff officers. (G. O. 77, W. D., 1907.)

677. Noncommissioned staff officers of the Coast Artillery Corps of the grades indicated hereinafter will be verbally addressed as follows: Master electrician, to be addressed as electrician; engineer, as engineer; electrician sergeant, first-class, and electrician sergeant, second-class, as sergeant; master gunner, as gunner; fireman, as fireman. (G. O. 21, W. D., 1908.)

678. The post noncommissioned staff consists of ordnance, post commissary, and post quartermaster sergeants. (A. R., 93.)

679. The general noncommissioned staff consists of noncommissioned officers of the Signal Corps, Hospital Corps, and Ordnance Department, except ordnance sergeants. (A. R., 103.)

680. A post noncommissioned staff officer will assist the officer of his department, and will not be detailed upon any service not pertaining to his proper position, unless the necessities of the service require such detail, in which case the post commander will note the fact, with reasons therefor, on the sergeant's personal report. (A. R., 97.)

681. The presence of a commissary sergeant at a post does not in any manner relieve the commissary from responsibility for the care of subsistence supplies. Commanding officers of posts are not to permit the commissary to devolve his duties in

any degree upon the commissary sergeant. (Cir. 11, A. G. O., 1896.)

682. Post noncommissioned staff officers, though liable to discharge for inefficiency or misconduct, will not be reduced. (A. R., 102.)

683. Master electricians, Artillery Corps, ordnance, post commissary, post quartermaster, and electrician sergeants * * * in garrison will not be required to turn out in heavy marching order. When they are paraded for reviews and inspections their posts are as prescribed in the Infantry Drill Regulations for regimental noncommissioned staff (or battalion noncommissioned staff at posts where no regimental noncommissioned staff officers are serving), i. e., sergeant-major on the right, post and other noncommisioned staff officers on his left in order of rank, senior on the right. (G. O. 44, W. D., 1905.) For their arms and equipments, see G. O. 23, W. D., 1906.

684. Annual and other personal reports to be made by post noncommissioned staff officers. (A. R., 100.)

685. The military control of post noncommissioned staff officers serving at posts not occupied by troops is vested in the commander of the territorial department in which they are serving. All matters relating to them as soldiers subject to military command, as distinguished from the administrative duties imposed upon them by regulations and orders, will, except in cases of reenlistment, be determined at department headquarters, where their descriptive lists and accounts of pay and clothing will be kept. (A. R., 99.)

686. Enlisted men of the several staff departments, including members of the post noncommissioned staff, will not be detailed on extra duty without authority from the War Department. They are not entitled to extra-duty pay for services rendered in their respective departments. (A. R., 170. See Cir. 53, W. D., 1904.)

687. Not to be detailed on extra duty, other than that of overseer, except in cases of emergency, without the prior approval of the department commander or of a general officer commanding the post. (A. R., 169.)

688. Not to be detailed for any duty nor permitted to engage in any occupation inconsistent with their rank and position. (A. R., 169, 265.)

689. Their employment as company barbers, [illegible] ts for laundries, or in any position of a simi[illegible] pro-hibited. (Cir. 34, W. D., 1907.)

690. To be carefully selected and instructed and always supported by company commanders in the proper performance of their duties. (A. R., 265.)

691. Officers will be cautious in reproving noncommissioned officers in the presence or hearing of private soldiers. (A. R., 265.)

692. Whenever the regimental color sergeant is not present a battalion or squadron commander is authorized to select and detail a suitable noncommissioned officer from those actually present on duty with the battalion or squadron to carry the battalion or squadron colors. This detail will not excuse a noncommissioned officer from routine duty with his regular organization except during such periods as the colors are paraded. No special chevrons or other mark of distinction will be worn. At posts in artillery districts the same general rule will apply. (Cir. 88, W. D., 1907.)

693. Under A. R., 263, 1904, [A. R., 267, 1908] no lance corporal can be appointed in an organization in addition to the one authorized in said paragraph, unless one or more of the noncommissioned officers are absent. (War Dept. decision, published in Cir. 24, D. E., 1904.)

694. Control of post commander over Signal Corps men on duty at post, inspection of their offices, etc. (G. O. 105, A. G. O., 1883; Cir. 2, A. G. O., 1884.)

695. Enlisted men in charge of telegraph offices or of isolated signal stations are considered to be acting as sergeants of the Signal Corps, and will be held accountable for public property under A. R., 699. (S. C. M. No. 7, par. 280.)

696. The tour of duty in the Philippines Division of post noncommissioned staff officers, and of all enlisted men of the various staff departments, except the men comprising the Manila Ordnance Detachment, will be two years, as nearly as practicable, counting from the date of arrival in that division to the date of departure therefrom. (G. O. 175, W. D., 1907.)

697. Detail of retired, to educational institutions. (Act April 21, 1904; G. O. 155, W. D., 1907.)

OUTSIDE INFLUENCE.

698. It is therefore announced that in future appointments, details, transfers, and assignments in the Army and Navy the Executive will be guided by the official records of the War and Navy Departments, respectively, to the exclusion of other *sources of influence* or information; but in case an officer has

performed any special act of bravery or courage or rendered specially efficient service of which there is no record or only a partial record in the War or Navy Department, the testimony of any person who was an eyewitness of the same may be submitted for consideration.

Should it be discovered that since the publication of this order an officer of the Army or Navy has sought recommendation or support from sources outside of those named above, this fact will debar him from obtaining the particular advancement, assignment, or detail which he has by such means attempted to secure, and the fact that he has sought such influence will be noted on his official record. (Executive order July 7, 1905; G. O. 112, W. D., 1905.)

PAY TRIPS.

699. Schedule of pay trips for payment of troops throughout the United States, arranged by departments. (G. O. 154, W. D., 1904.)

PHILIPPINE SCOUTS.

700. Office of captain in the Philippine Scouts created. (Act May 16, 1908; G. O. 91, W. D., 1908.)

701. Pay and allowances of first and second lieutenants of, appointed from natives of the Philippine Islands. (G. O. 67, W. D., 1907.)

702. Competitive tests of noncommissioned officers for appointment as commissioned officers of Philippine Scouts. (Cir. 36, W. D., 1908.)

703. Pay of enlisted men of. (W. D. G. O. 183, 1907; 8, 28, 1908.)

704. Clothing allowance of enlisted men of. (G. O. 155, W. D., 1905.)

705. Filipino ration. (A. R., 1217, 1220, 1223.)

706. Organization of eight battalions authorized. (W. D. G. O. 59, 181, 1904; 32, 147, 1905.) Strength of companies. (G. O. 8, W. D., 1908.) Volunteer bands. (G. O. 8, W. D., 1908.)

POST BAKERIES.

707. At all permanent posts a suitable building for baking bread will be provided by [illegible] ter's Department. Bake ovens a[illegible] [illegible] will be provided by the [illegible]

708. The Subsistence Department is to furnish (in addition to the bake ovens) dough troughs, bake pans, firing tools for the ovens, proof racks, kneading tables, dough mixers, brooms, brushes, buckets, thermometers or pyrometers, and all other machinery and appliances needed for baking bread. The Quartermaster's Department will continue to have charge of the erection of the bakery buildings, including the plumbing, heating, and lighting fixtures used therein. (Cir. 29, W. D., 1906; M. S. D., 240.) Also see paragraph 528, *ante.*

709. Bread will be baked in post bakeries when practicable. The baking of bread by companies at posts is expressly forbidden. (A. R., 332, 337.)

710. The provisions of A. R., 336, forbidding the baking of bread by companies at posts, is intended to apply only to the bakery bread of loaves baked at the post bakery for issue to troops and is not intended to prevent organzations from baking other kinds of bread, such as biscuits, rolls, muffins, and corn bread for their own use. (Cir. 33, W. D., 1908.)

711. Surplus bread will be sold only by the bakery. (A. R., 324.)

712. The authorized weight of bread is based on its weight when twenty-four hours old. (Cir. 3, A. G. O., 1889.)

713. The usual ration of bread is 18 ounces, but the weight of it may be increased within the limits of the flour ration, at the discretion of the commanding officer upon the recommendation of the post council of administration. (A. R., 324.)

714. The price of one flour ration is the commissary's price of a ration of issue flour at the post for the month in which settlement with organizations is made.

The saving on the flour ration consists of the excess of flour in the flour ration of 18 ounces over the quantity necessary to make the bread ration of 18 ounces or more. This excess is saved on all flour that is made into bread, whether the flour is of the regular ration or is extra flour turned in, in exchange for bread.

An equitable distribution of the money savings of the bakery means: First, the payment to each permanent organization at the post the value, at the commissary's price, of the flour turned in, but for which it did not draw bread in exchange; and second, the division among these organizations, after deducting the authorized expenses of the bakery, of the proceeds of all sales of bread and surplus flour, in proportion as the whole number of pounds of bread obtained from the bakery by all

the permanent organizations at the post is to the number of pounds of bread obtained from the bakery by each of such organizations. (Views of the Commissary-General concurred in by the General Commanding the Army and the Secretary of War, December, 1896.)

The following table is suggested as an excellent method of keeping the records of bakery savings of organizations at a post:

[Value of flour ration, 3.105 cents. *Flour, 2.76 cents per pound.*]

Organizations.	Issued.	Allowance.	Difference in rations.	Due bakery.	Due troop.	Pro rata profits.	Due troop.	Yeast.
	−62	*+62*						
Band	782	920	200	.....	$6.21	$5.50	$11.71	.....
Troop A	1,436	1,547	111	.....	3.45	10.98	14.43	.....
Troop B	1,896	1,842	*54*	*$1.62*	.....	14.49	12.87	.....
Troop C	1,326	1,530	204	.....	6.33	10.14	16.47	.....
Troop D	1,802	1,681	*121*	*3.63*	.....	13.77	10.14	.....
Troop E	1,782	1,732	*50*	*1.50*	.....	13.62	12.17	.....
Troop F	1,700	1,893	193	.....	5.99	12.99	18.98	.....
Troop G	1,354	2,027	673	.....	20.90	10.35	31.25	.....
Troop H	2,018	1,749	*269*	*8.07*	.....	15.43	4.60	*a2.76*
Troop I	1,668	1,831	163	.....	5.06	12.75	17.81	.....
Troop K	2,120	1,750	*370*	*11.10*	.....	16.21	5.11	.....
Troop L	1,940	1,745	*195*	*5.85*	.....	14.83	8.58	*.40*
Troop M	1,790	1,687	*103*	*3.09*	.....	13.68	10.59	.....
Hospital Corps	955	955	.....	.....	.....	7.30	7.30	.....
Corral	390	554	164	.....	5.09	2.98	8.07	.....
Pack train	.....	219	219	.....	6.80	.....	6.80	.....
	22,959 *−62*	23,662 *+62*	1,927 *1,162*	34.86	59.83	175.02	196.83	.....
	22,897	23,724	765					

[a] Flour.

Net profit per ration, 0.7644 cent.

715. When bakeries are not operated, savings of flour by troops on the garrison and Filipino rations will be credited to the company fund. When troops are transiently at a post or station for a period of less than ten days they are not entitled to share in the bakery savings. (A. R., 324, G. O. 138, W. D., 1908.)

POST COMMANDER.

716. Duties of, in regard to drills and instruction, the preservation and care of public property, the enforcement of regulations, the proper condition of quarters and defenses; monthly inspection of the command, and frequent personal examinati of the accounts of officers in charge of funds. (A. R., 20 329, 662, 754.)

717. General officers commanding posts will leave the details of administration to subordinate commanders as far as practicable. (A. R., 201.)

718. Must sign and fully authenticate the consolidated morning report of the condition of his command every morning. (Cir. 3, A. G. O., 1886.)

719. Will exercise a rigid supervision and economy in the care and preservation of tableware and kitchen utensils. (A. R., 1187.)

720. Pecuniary responsibility in issue of orders which may cause expenditure of money. (A. R., 657, 658.)

721. Responsibility in approving proceedings of councils of administration. (A. R., 317.)

722. To inspect ambulances, litters, and other appliances for transporting the wounded at each monthly inspection and see that they are completely equipped. When practicable, the ambulance fully equipped for service will be presented for inspection with the animals attached. (A. R., 1451.)

723. To make, with the quartermaster, an annual inspection of all public buildings at the post. (A. R., 1021.)

724. To see that accountable officer for quartermaster's supplies makes, in person, at least once each year, a complete and accurate inventory of such property, except that held on memorandum receipts. (A. R., 1102.) To require an inventory of subsistence stores to be made during the last week of each month. (M. S. D. 40.)

725. Responsible for the security of all public property at post. (A. R., 662.)

726. It is the duty of commanding officers to enforce rigid economy in public expenditures and to correct all irregularity and extravagance which they may discover; to see that disbursements are economically made; to scrutinize carefully all contracts and vouchers for disbursements, and to guard the public interests in every particular. (A. R., 754.)

727. To give personal attention to the management of the ice machine and take care that expenses of every kind incident to its operation are limited to actual requirements, and that waste or unauthorized issues of ice are prevented. (Q. M. M., 456.)

728. To regulate sales and delivery of subsistence supplies. (A. R., 1265.)

729. To retain the telegraphic code in his custody, and is responsible for the "key" and its proper use. Department commanders, through code messages to post commanders, are

required to test the use of the code from time to time, particularly when post commanders are changed. (Cir. 8, A. G. O., 1892.)

730. To ascertain which of his subordinates are drawing additional pay for furnishing their own mounts for use in the Government service and are having said mounts maintained at Government expense; to satisfy himself by personal inspection, inquiry, examination of evidence, or actual test that such mounts are suitable, that is, such as to enable said officers to perform their mounted duty properly in garrison or in the field (at least one mount should be of good appearance, equaling in general qualifications the type supplied by the Government for the duty in question, the second mount may be a smaller horse of the polo type); should he find them not suitable, he shall so inform the officer, and in case the deficiency is not remedied within a month shall report the facts to The Adjutant-General of the Army, to the end that any additional pay drawn by the officer after the date of said report may be stopped against him, and shall give directions that the maintenance of the said mount or mounts at Government expense shall cease on and after the same date. (G. O. 125, W. D., 1908.)

731. Commanding officers will inspect and verify the arms and equipments of officers and enlisted men as often as they may deem necessary to assure themselves that all members of their commands are able to take the field fully equipped upon short notice. (Par. 97, G. O. 169, W. D., 1907.)

732. Post commanders, and regimental and separate battalion commanders at posts commanded by general officers, will keep themselves informed by frequent inspections as to the state of the equipments of each organization of their commands, and will scrutinize requisitions carefully before acting on them. (Cir. 87, W. D., 1907.)

POST EXCHANGE.

733. Regulations governing. (G. O. 109, W. D., 1905, amended or modified by W. D. G. O. 151, and Cir. 57, 1905; Cir. 13, 1906; G. O. 4, 157, and Cir. 22, 54, and 55, 1907; G. O. 60, 1908.)

734. Membership in the post exchange is not obligatory on the units which go to form a garrison. (Scy. War, Apr. 20, 1908; 12409, I. G. O.)

735. System of bookkeeping [illegible] accounts, checking stock, etc. (Cir. 69, W. D., 19[illegible]

736. When practicable, one or more cash registers, purchased from the exchange funds, should be used in the exchange. (Cir. 69, W. D., 1907.)

737. The officer in charge of the exchange is responsible for its management. Success requires the closest attention to every detail. He should be a good and close buyer. He should take every precaution to have an honest steward and attendants, frequently checking their accounts in person. As custodian of funds belonging to the enlisted men, he should attend to all cash transactions in person, keeping the cash book himself. No employee should have access to the cash of the exchange after it is turned over to the exchange officer. (Cir. 69, W. D., 1907.)

738. Funds of a post exchange, although not public moneys within the meaning of sections 5488, 5490, and 5492, Revised Statutes, are intrusted to officers of the Army in their official capacity, and their misapplication is punishable under the Articles of War. (G. O. 11, A. G. O., 1892.)

739. When practicable, funds of a post exchange not required for immediate use should be deposited in bank. Deposits will be made to indicate clearly they are exchange and not personal funds. (G. O. 11, A. G. O., 1892.)

740. For an officer in charge of a post exchange to lend its money to anyone would be a gross breach of trust. (G. O. 11, A. G. O., 1892.)

741. There is no authority for the employment of an expert (civilian accountant) to audit the accounts of a post exchange. The regulations require that the examination of the accounts of the exchange officer shall be made by the exchange council. (Inspector-General of the Army, concurred in by the Scy. War, Mar. 27, 1908; 12323, I. G. O.)

742. Company exchanges are prohibited. (G. O. 165, W. D., 1906.)

743. The Subsistence Department is authorized to sell to the exchange at cost price any of the articles composing the ration, and such other articles as may be on hand for sale. But in reselling such goods in small quantities no profit will be charged by the exchange beyond the fractions of cents that are necessary in making change. (A. R., 1265; G. O. 109, W. D., 1905, par. 10.)

744. There is no provision of regulations under which property for a post exchange can be shipped on a Government bill *of lading at public* expense. Property purchased from firms in

the United States by post exchanges in the Philippine Islands, if shipped without expense to the Government, in care of Depot Quartermaster, San Francisco, Cal., will be forwarded to Manila via Army transports. (Q. M. G., Feb. 17, 1908, published in Cir. 7, Phil. Div., 1908.)

745. Occasional services to the Government by post exchanges, when authorized, etc. (G. O. 253, W. D., 1907.)

746. Information on the subject of "intoxicating liquors," duties of local commanders when the prohibition law is evaded or violated, policy of War Department, etc. (Cir. No. 35, I. G. O., June 8, 1908; 12328, I. G. O.)

747. Anticanteen legislation to have a fair trial. (Cir. 8, W. D., 1905.)

PRESENTS.

748. The soliciting of contributions by one officer or employee from other officers or employees of the United States, when such contributions are to be used for the purchase of gifts or presents to those in superior official position, is prohibited. The receiving of presents by officers from their juniors in rank or from civilian employees of the several staff departments falls within the prohibition of the section (R. S., 1784), which imposes the penalty of summary dismissal upon all those who by soliciting contributions, or by giving or receiving presents become subject to its penal operation. The practice of receiving presents from persons not in the military establishment or in the employ of the Government, in recognition of services rendered, is not approved. (Cir. 46, W. D., 1904.)

PRISONERS.

749. To be designated "awaiting trial," "awaiting result of trial," "garrison prisoners," and "military convicts." Enlisted men serving sentences of confinement, not involving dishonorable discharge, will be designated as "garrison prisoners;" those sentenced to dishonorable discharge and to terms of confinement at military posts or elsewhere will be designated as "military convicts." (A. R., 936.)

750. Rules and regulations for the government of military convicts (formerly general prisoners) at military posts. (G. O. 55, A. G. O., 1895.)

751. Prisoners awaiting tr[illegible] undergoing sentence of, general court-martial and t[illegible] for serious offenses

will, if practicable, be kept apart from those confined by sentence of an inferior court, or for minor offenses. (A. R., 940.)

752. Enlisted men awaiting trial or awaiting result of trial will not be sent to work with garrison prisoners or military convicts if it can be avoided, and may, in the discretion of the commanding officer, be required to attend drills, or sent to work under charge of a sentinel, during the usual working hours. (A. R., 940.)

753. Military convicts will not be confined with other prisoners except in cases of necessity. (A. R., 940.)

754. Soldiers against whom charges may be preferred for trial by summary court will not be confined in the guardhouse, but will be placed in arrest in quarters, before and during trial and while awaiting sentence, except when in particular cases restraint may be necessary. (A. R., 941.)

755. Military convicts (formerly general prisoners) allowed by post commanders to retain their prison overcoats when released, if necessary to prevent suffering. (G. O. 37, W. D., 1904.)

756. So far as practicable, iron bunks will be furnished to all prisoners in post guardhouses and prison rooms. (A. R., 1092.)

757. Letter paper, envelopes, and postage stamps for use of military convicts. (Cir. 13, A. G. O., 1901.)

758. List of articles issued by the Subsistence Department for use of military convicts confined at military posts without pay and allowances. (A. R., 1234.)

759. When specially authorized by the Secretary of War, the Subsistence Department will supply to posts where thirty or more military convicts are confined a sewing machine and other necessary tailors' utensils for use in mending their clothing. (A. R., 1234.)

PRIVATE PROPERTY.

760. A soldier's title to clothing issued him is a qualified one, requiring that he use it in the service while it is serviceable and he is yet a soldier. But on his discharge his title to such clothing becomes absolute, and he may then sell, etc., the same to a civilian and give a valid title to it. *Held*, therefore, that section 3748, Revised Statutes, did not apply in the case of such sale, barter, etc., by a discharged soldier. (D. J. A. G., 2276.)

761. Reimbursement under the act approved March 3, 1885, for private property of officers or enlisted men lost or destroyed *in the military* service. (A. R., 729.)

762. The act of March 3, 1885 (23 Stat., 350), does not warrant reimbursement for property lost by theft. It was not the purpose of the act to make the Government liable for damages resulting from crime. (3, 2d Comp. Dec., 780, July 24, 1891.)

763. Construction of the act of March 3, 1885, relative to reimbursement for private property of officers or enlisted men lost or destroyed in the military service. (2 Comp. Dec., 644; 3 Comp. Dec., 636.)

764. *Private mounts.*—The question of the necessity of a field officer's owning a private mount will be determined, under the provisions of A. R., 1104, 1908, by the proper department commander in conformity with the necessities of the public service. (Cir. 64, W. D., 1908.)

Private mounts furnished by officers below the grade of major required to be mounted. (Law: Act May 11, 1908, p. 4, G. O. 80, W. D., 1908; type of mount, etc., G. O. 125, W. D., 1908. See par. 730, *ante.*)

PROTECTION AGAINST FIRES.

765. Inspectors to ascertain whether buildings and property are properly secured against fire. (Sec. 13, A. R., 906.)

766. Hereafter fires will not be allowed to be kept in any stables at military posts. (Cir. 10, A. G. O., 1886.)

767. Coal oil, gunpowder, quicklime, or other articles of like dangerous nature will not be kept in or near subsistence storehouses. (A. R., 1215.)

768. Chemical fire extinguishers will be distributed to the buildings requiring their protection and placed on shelves in conspicuous places easy of access. Twice annually, preferably at fire drill, they will be discharged and recharged. (G. O. 81, W. D., 1905.)

PUBLIC ANIMALS.

769. Allowance and distribution of, for field artillery. (G. O. 131, W. D., 1907.)

770. Number of horses for a troop of cavalry of an authorized strength of 65 men, fixed at 60. (G. O. 142, W. D., 1904.)

771. Allowance of, for wagon and pack trains. (F. S. R., 25.)

772. Allowance of, for troops in the field. (G. O. 95, W. D., 1908.)

773. Horses for mounted orderlies of inf[illegible] regiments. (Cir. 8, W. D., 1907.)

774. Horses for mounted men of the Hospital Corps. (A. R., 1453; G. O. 88, W. D., 1905; M. M. D., 544.)

775. The use of a public horse by an officer will be regulated by the department commander in conformity with the necessities of the public service. (A. R., 1104.)

776. The use of a public horse will be allowed to an officer serving at the Army School of the Line, Army Signal School, and Army Staff College, Fort Leavenworth, Kans., who does not furnish his own mount and is performing duties which require him to be mounted. (A. R., 1105.)

777. When practicable, horses shall be purchased in the open market at all military posts or stations, when needed, at a maximum price to be fixed by the Secretary of War. (Annual army appropriation acts.)

778. Public animals shall, upon the day received, be branded with letters "U. S." on the left foreshoulder. Horses assigned to organizations will also be branded on the hoof of one forefoot, one and one-half inches below the coronet, with the designation of the company. (A. R., 1075.) Hoof number to be branded at time of purchase. (Descriptive Card of Public Animals.) Condemned animals will be branded "I. C." on the neck under the mane. (A. R., 915.)

779. Public animals will be assigned to their riders or drivers, who will not exchange or surrender them to the use of any other person without the permission of the company commander, quartermaster, or other officer responsible. (A. R., 1080.)

780. Name of each horse and that of his rider or driver to be placed over his stall. (C. D. R., 1118; D. R. L. A., 1112.)

781. For draft purposes, except at depots or posts in or near large cities where little transportation is needed, horses will not be used, unless specially authorized by the War Department. (A. R., 1109.)

782. Transfer of, from one branch of the service to another. (Par. 241, *ante*.)

783. Sale or turning in to the Quartermaster's Department of horses belonging to troops of cavalry or batteries of artillery. (Par. 241, *ante*.)

784. Care and treatment of animals. (Q. M. M., 717; F. S. R., Art. V; C. D. R., 981–1000 and 1114–1120; D. R. L. A., 1106–1116.)

785. Any alteration in length or shape of tails, manes, or forelocks of public horses by docking, banging, or clipping is prohibited, and only such reasonable trimming and plucking as may

be necessary to prevent shagginess of appearance is permitted. (A. R., 1076.)

786. Mallein treatment, as a preventive against glanders, to be administered quarterly in the United States and oftener in tropical countries, to all horses and mules. Veterinarians of cavalry and field artillery to administer this treatment to animals of the Quartermaster's Department at posts where they are stationed. (Cirs. 9 and 25, W. D., 1907.)

787. Public animals that die of sickness, or that it is necessary to kill because of contagious disease, or when incurably wounded, will be dropped by the accountable officer upon the certificate of the responsible officer and affidavit of the veterinarian, or in the absence of the latter, the certificate of a disinterested officer and the affidavit of a disinterested person, approved by the commanding officer. In such case the action of a surveying officer is not required, unless it appears that the condition of the animal resulted from fault or neglect; and in such case the investigation by the surveying officer may follow the killing of the animal when its immediate destruction is made necessary to prevent contagion or terminate suffering. (A. R., 1081.)

788. Hereafter the purchase of gray or white horses for the military service is prohibited. (Sec. War, Dec. 13, 1906; 11260, I. G. O.)

PUBLICATIONS.

789. Requests for publications or public documents pertaining to the War Department should be addressed to the Chief of the Second Division of the General Staff. (Cir. 12, W. D., 1904.)

790. Loaning of books and publications from the War Department library and from the library of the Second Division of the General Staff to officers. (Cir. 2, W. D., 1906.)

791. Books of instruction (Government publications), such as Drill Regulations of the Army, Guard Manuals, Manuals of Courts-martial, and the manuals of the various staff departments will be furnished gratuitously to all officers of the Army for their personal use to the extent of one copy of each, upon application to the officer in charge of the distribution of War Department documents. (Cir. 60, A. G. O., 1902.)

PUBLIC PROPERTY.

792. Accountability and responsibility—general regulations. (A. R., 661-707, 1094-1096.)

793. Detachment of accountable officer. (A. R., 663, 664, 668; Cir. 48, W. D., 1907.)

794. The property responsibility of a company commander can not be transferred to enlisted men. (A. R., 667.)

795. Accountability for public property will not be transferred to enlisted men, except to sergeants of the post noncommissioned staff at ungarrisoned posts and sergeants of the Signal Corps or enlisted men acting as such. (A. R., 699.)

796. All public property unaccounted for when discovered will be taken up on the returns, or, in the absence of an accountable officer for that class of property, reported to the department commander for proper disposition. (A. R., 697.)

797. The giving or taking of receipts in blank for public property is prohibited. (A. R., 674.)

798. When it is impracticable for an officer to personally superintend issues—as may be the case with one charged with disbursements or the care of depots—he should choose with great caution the agent to whom he intrusts the duty. (A. R., 677.)

799. The keys of storerooms or chests will not be intrusted to enlisted men or civilians without great vigilance on the part of the accountable officer and a resort to every reasonable precaution, including frequent personal inspections, to prevent loss or damage. (A. R., 678.)

800. An officer in charge of public property in use or in store will endeavor by timely repairs to keep it in serviceable condition. For this purpose the necessary means will be allowed on requisition, and property in store so repaired will be issued. (A. R., 679.)

801. All movable public property will, if practicable, be conspicuously branded "U. S." before being used. (A. R., 680.)

802. Public property will not be used nor will labor hired for the Government be employed for any private purposes whatsoever, except as authorized in Army Regulations. (A. R., 681.)

803. Empty barrels, boxes, crates, and other packages, together with metal turnings, scrap metals, ground bone, and other waste products which accumulate at arsenals, depots, and military posts, which are unsuitable for the public service, will be disposed of in the manner prescribed for property condemned and ordered sold in A. R., 684. At arsenals and depots where such accumulations have considerable money value proposals will be invited for specific lots and quantities, or for the accumulations of definite periods, as the head of the depart-

ment to which the property pertains may deem best suited to the public interest. (A. R., 683.) See par. 804, *post*.

804. A. R., 683, is construed as permitting the sale of empty barrels, boxes, crates, and other packages, together with metal turnings, scrap metals, ground bone, and other waste products which accumulate at arsenals, depots, and military posts, which are unsuitable for the public service, without the action of an inspector. (Cir. 17, W. D., 1908.)

805. Packages, crates, sacks, etc., in which subsistence stores are furnished to the United States, while in a sense public property, belong in a different class from similar packages in which supplies or stores are packed for transportation and delivery to other branches of the staff.

The packages containing stores and supplies procured by the Subsistence Department are paid for in the contract price for stores, which are issued or sold to officers and enlisted men. As those to whom the stores are issued or sold are entitled to them as articles of the ration, or as supplies which they have purchased for cash, the ownership in the package passes with the title to its contents.

The case of quartermaster's stores and supplies is quite different. Grain is issued, not to officers or enlisted men, but to public animals, or to private horses that are entitled to forage by law or regulations; it is never issued to a person as are rations; and, unless there is an authorized sale, as in the case of forage sold to an officer, no title to either the package or its contents passes from the United States to the owner of the animal or to the officer accountable for him.

It is, therefore, the opinion of this office that the question herein presented (Can grain sacks in which grain for public animals is issued be sold for the benefit of a troop fund?) must be answered in the negative. (Op. J. A. G., Apr. 30, 1908; 12370, I. G. O.)

806. Military stores and public property condemned and ordered sold will be disposed of for cash at auction, or to the highest bidder on sealed proposals, on due public notice, and in such market as the public interests may require. (A. R., 684.)

807. The auctioneer's certified account of the sale of condemned property, and the vouchers for the expenses attending it, will be reported on the proper forms to the chief of bureau to which the property pertained, and a copy of the auctioneer's [illegible] of the sale will be furnished the Inspector-

(A. R., [illegible]

808. Public property which has been condemned, or the issue price of which has been reduced as the result of a survey or inspection, will not be purchased by an officer who was responsible therefor at the time of condemnation or reduction of price, nor by an officer who bore any part in such condemnation or reduction. (A. R., 685.)

809. There is no regulation forbidding the bidding by enlisted men, in competition with civilians, at the auction sales of government property. (Scy. War, Dec. 10, 1897; 3165, I. G. O.)

810. Procedure in case defect or shortage is discovered upon receipt of public property, or when property is found damaged or missing while in store, or when packages are opened for the first time. (A. R., 672, 673, 724, 1149.)

811. Property damaged, lost, or destroyed through unavoidable causes and without fault or neglect of responsible officer. (A. R., 687.)

812. Property lost or damaged by the neglect or fault of an officer. (A. R., 689, 1020.)

813. Property lost or damaged by neglect or fault of an enlisted man. (A. R., 689, 690, 703, 1020.)

814. Property carried away by a deserter, or lost through his desertion. (A. R., 691.)

815. Property embezzled, lost, or damaged through neglect by a civilian employee. (A. R., 692.)

816. Property expended, lost, or destroyed in the military service. (A. R., 702.)

817. Animals or other property belonging to the military service of the United States, stolen. (A. R., 693–696.)

818. Lost or damaged in hands of common carrier. (A. R., 724.)

819. Memorandum receipts. (A. R., 276, 661, 1029, 1084, 1097 1100, 1270, 1541; Cir. 50, W. D., 1907; G. O. 62, W. D., 1908, par. IV, secs. 17, 21, 31, 32, 40; E. R., 401; S. C. M. No. 7, pars. 312, 368.)

820. Loans of public property. (A. R., 676, 681, 1540; E. R., 361.)

821. The commanding officer will see that a complete, detailed, and accurate inventory of quartermaster's supplies, except property held on memorandum receipts, is taken by the accountable officer in person at least once each year, and as much oftener as he may deem necessary for the interests of the Government. (A. R., 1102.)

822. Quarterly verification of fuel, forage, and straw. (Q. M. M., 489.)

823. Quartermasters will take up and account for, on their returns, wall lockers and refrigerators; these articles to be branded with the post number of the building in which they are installed and will not be removed therefrom without the authority of the department commander. (G. O. 81, W. D., 1905.)

824. Musical instruments, accountability for, etc. (A. R., 257, 1188.)

825. Instructions relative to expediting receipts covering transfers of quartermaster's supplies. (Cir. 48, W. D., 1907.)

826. Quartermaster's property which should be taken by troops on change of station. (A. R., 1032.)

827. Except at remote telegraph stations in Alaska, telescope cases will not be left in the possession of enlisted men after arrival at permanent stations. (G. O. 120, W. D., 1908.)

828. In the preparation of regimental and company property for shipment, no explosive substance, oiled or greased cloths, matches, or other material liable to ignite by friction or by spontaneous combustion, will be packed in any chest, case, box, or other receptacle. (Cir. 52, W. D., 1907.)

829. Exchange of old typewriting machines for new ones. (Cir. 1, W. D., 1906.)

830. Cuspidors, with mats, will be supplied in all barracks and other buildings occupied or used by enlisted men. (A. R., 1031.)

831. Care of garden and fire hose. (Cir. 2, A. G. O., 1897.)

832. Quartermaster's supplies required for strictly post or police purposes, or for use by the post or camp guard, will be supplied by the quartermaster on request from the officer of the day, approved by the commanding officer, and will be continued on the returns of the quartermaster. (A. R., 446.) They will be carried on the list of "articles in charge" and verified daily under the direction of the officer of the day. When no longer fit for use they will be submitted by the quartermaster for inspection and, if condemned, disposed of as ordered. (A. R., 447.) The list of "articles in charge" will be kept in convenient form in the guardhouse for ready daily reference; the guard report will not be used for this purpose. (M. G. D., 435, G. O. 66, W. D., 1908.)

833. Standard color for lockers adopted; no other color to be used. (Cir. 21, W.

834. The commanding officer of a post will require an inventory of subsistence stores on hand to be made by the commissary in person during the last week of each month. If it is not practicable for the commissary to take the inventory within the time mentioned, he will apply to the commanding officer for the detail of an officer to take it. (M. S. D., 40.)

A transport commissary will take monthly and at the end of each voyage an accurate inventory and make a careful inspection of all subsistence stores on his transport. (T. R., 27.)

835. Corn brooms worn out in the service in the Subsistence Department may be dropped from the returns of subsistence property without the action of a board of survey or an inspecting officer. (Cir. 52, A. G. O., 1899.)

836. Prior to departure from their stations, commanding officers of organizations that are ordered to proceed from the United States to the Philippine Islands for duty will turn in to post commissaries all subsistence property not required for use en route to the islands. (G. O. 107, W. D., 1908.)

837. The savings of fat, slush, etc., and all empty vinegar, pickle, beef, butter, and other barrels, boxes, etc. (of the Subsistence Department on transports), which may be salable, will be stored and turned over at the home port to the authorized commissary representative at the dock. (T. R., 27.)

838. Annual examination and verification of medical property. (M. M. D., 391.)

839. Medical instruments to be examined by a commissioned medical officer at least once each month. (M. M. D., 391.)

840. Expendable medical supplies are printed in roman type and nonexpendable in italics in the supply tables given in the Manual for the Medical Department. (M. M. D., 447, 581.)

841. Expendable engineer property. (E. R., 380, G. O. 2, Office of Chief of Engineers, 1908.)

842. When a number of empty zinc powder cases or tin-lined cartridge storage cases, sufficient to justify shipment, have accumulated at a post they will be shipped to the commanding officer of the Picatinny Arsenal, Dover, N. J., and the Chief of Ordnance notified of the shipment. (G. O. 9, A. G. O., 1900.) Owing to the small supply of zinc and hermetically sealed storage cases, these cases when empty should be promptly returned to the place of issue without waiting for the accumulation of a number of them. (G. O. 50, W. D., 1903.)

843. Empty metallic powder barrels of 25 pounds capacity or over to be stored in a dry place and returned to the depot or arsenal from which shipped. (G. O. 9, W. D., 1908.)

844. Empty metallic cases and fired primers, care and disposition of. (Par. VIII, G. O. 9, W. D., 1908.)

845. Cartridge storage cases and protector caps, care and disposition of. (Pars. X, XII, G. O. 9, W. D., 1908; G. O. 36, W. D., 1908.)

846. Empty cartridge cases (small arms), care and disposition of. (Par. 9, G. O. 81, W. D., 1908.)

847. Bandoliers in which ball cartridges, caliber .30, are packed will, in time of peace, be saved and turned in to post ordnance officers, to be shipped by them to the Frankford Arsenal as soon as a sufficient number has been accumulated to warrant their shipment. (G. O. 156, W. D., 1904.) See G. O. 81, W. D., 1908, p. 6.

848. Badges, medals, and other insignia pertaining to the Ordnance Department issued to officers and enlisted men entitled thereto, how dropped from return of accountable officer. (Cir. 8, W. D., 1908.)

849. Instructions relative to furnishing ordnance stores and supplies to Coast Artillery. (W. D. G. O. 100, 1906; 5, 1907.) To other troops. (W. D. G. O. 62, 1906; 28, 1907.)

850. Instructions relative to requisitions for ordnance stores, surplus stores, etc. (Cir. 87, W. D., 1907.)

851. Classification of, and accountability for, ordnance and ordnance stores. (Cir. 14, 15, W. D., 1908.)

852. Cleaning rod and bayonet no longer considered parts of the magazine rifle, in accounting for these articles. (Cir. 40, W. D., 1905.)

853. Expendable ordnance material. (W. D. Cirs. 48, 1902; 31, 1906, par. 4; 8, 15, 1908, and ordnance price lists.)

854. The Ordnance Department will issue arm racks and arm chests provided with locks and hinges for the safe-keeping of small arms. Separate arm chests provided with locks and hinges for the safe-keeping of rifles and revolvers will be issued to mounted organizations only; for other organizations arm chests for rifles only will be issued for the safe keeping of both rifles and revolvers. (Cir. 78, W. D., 1907.)

855. Arm chests not required for the storage of supplies will be returned to the nearest arsenal or ordnance depot when the cost of transportation is not greater than the value of the propert[illegible] such chests have been issued will be [illegible] they are destroyed. (A. R., 1738.)

856. Arm racks and iron targets for gallery practice in the hands of troops under orders to change station will be invoiced by organization commanders to post ordnance officer, to be held for the use of incoming organizations. (G. O. 134, W. D., 1908.)

857. When a part of or an accessory to an article constituting a portion of the armament of a district becomes obsolete and is replaced, the obsolete part or accessory will be transferred by the artillery district ordnance officer, with the approval of the artillery district commander, to an arsenal to be designated by the armament officer. (G. O. 62, W. D., 1908, par. IV, sec. 23 (f).)

858. Instructions for marking boxes containing ordnance property. (G. O. 133, W. D., 1904.)

859. All officers who have occasion to turn in ordnance stores to an arsenal or ordnance depot will see that the articles to be turned in are properly named in the invoices and receipts and will give such personal attention to the verification of the quantities as will insure agreement between the invoices and the property shipped. (Cir. 65, W. D., 1908.)

860. Expendable property of the Signal Corps, classification of. (S. C. M. No. 7, par. 335 344.)

861. All pieces of lead pipe cut off from lead-covered cable ends (Signal Corps property) will be saved and taken up as junk, by weight. (S. C. M. No. 7, par. 342.)

PUNISHMENTS.

862. Limits of, for enlisted men. (G. O. 96, W. D., 1905.)

863. By company commanders, without trial, for dereliction of duty. (A. R., 961.)

QUARTERS.

864. The Secretary of War approves the recommendation of the Major-General Commanding and the Quartermaster-General, that where bachelor officers' quarters are provided at a military post, it is proper and necessary that they be assigned to officers without families. (Cir. 4, A. G. O., 1897.)

865. Quarters for contract surgeons and dental surgeons should be assigned by the post commander, and they should be equal to those of a first lieutenant. Contract surgeons and dental surgeons are not entitled to select quarters, having no rank and not being officers. (Cir. 32, W. D., 1905.)

866. Allowance of rooms for officers serving at posts and stations. (Act March 2, 1907; G. O. 48, W. D., 1907, p. 19.)

867. Permanent heavy furniture for officers' quarters at military posts. (Act March 2, 1907; G. O. 48, W. D., 1907, p. 18; A. R., 1029.)

868. Assignment of, to noncommissioned staff officers. (Cir. 18, W. D., 1905.)

RAILROADS.

869. List of land-grant and bond-aided. (W. D., G. O. 41, 1907; 97, 1908.)

RATIONS.

870. All articles of the garrison, travel, or Filipino ration due to a company, bakery, or other military organization, and not needed for consumption, will be retained for reissue by the commissary and will be paid for by him as savings at the current prices of the component articles of the ration and not in any instance at prices of substitutive articles, the use of the latter being limited to issue in kind where economy and a due regard to the health and comfort of the troops may so require. No savings will be allowed to troops on United States Army transports. The making of savings with a view to purchasing elsewhere any article of the ration carried in the commissary is strictly prohibited. (A. R., 1238.)

871. "One of the main objects of paragraph 1246, A. R., 1904, as amended by G. O. 128, W. D., June 10, 1907, was to do away with the system of bartering and selling rations, no matter under what guise." (Indorsement of Commissary-General, August 10, 1907, approved by the Acting Sec. War August 13, 1907; 11906, I. G. O.)

NOTE.—A. R., 1246, 1904, is continued as A. R., 1238, 1908. See paragraph 870, *ante*.

872. Fresh meat is not considered "an article of the ration carried in the commissary," and, therefore, does not come under the prohibition contained in last sentence of A. R., 1246. (Memo. Asst. to Chief of Staff, approved by Acting Sec. War, April 9, 1908; 12305, I. G. O.)

NOTE.—A. R., 1246, 1904, is continued as A. R., 1238, 1908. See paragraph 870, *ante*.

[illegible] question as to whether or not, under A. R., 1246, as [illegible] G. O. 47, W. D., 1908, savings can be made on sub- [illegible] of the [illegible] having been submitted, the War

Department has decided that there is no authority, constructively or otherwise, for the making of savings on substitutive articles; they can only be issued *in kind* in lieu of components, and in such quantities as may be warranted by economy and proper consideration for the health and comfort of the troops. (Cir. 19, Dept. Tex., 1908.)

NOTE.—A. R., 1246, 1904, as amended, is same as A. R., 1238, 1908. See paragraph 870, *ante*.

874. A commissary refused to allow savings on the sugar component of the rations due a company, it being desired to dispose of the stock on hand of a certain grade of issue sugar by having the organizations at the post draw all the issue sugar due them on ration returns. The War Department held that savings should have been allowed. (Scy. War, Feb. 19, 1908; 12235, I. G. O.)

875. The payment of commutation in lieu of rations to enlisted patients in hospital and members of the Nurse Corps on duty therein, as provided by Army Regulations, is not mandatory, the Secretary of War having discretion to issue rations in kind in cases where he deems it advisable. (M. S. D., 171.) Also see A. R., 328, 1229.

876. Emergency rations: When to be used; lost or improperly opened; responsibility of company and detachment commanders. (A. R., 1220, sec. 6, amended by G. O. 139, W. D., 1908.)

877. Haversack rations: One day in each alternate month of the season of practical instruction, not exceeding three days in each year, the use of the haversack ration with individual cooking will be required by all troops in the field for purposes of instruction. (A. R., 1220, sec. 6, amended by G. O. 139, W. D., 1908.)

878. Supply of rations to be carried on trans-Pacific transports. (T. R. 170, 171.)

RECORDS AND CORRESPONDENCE.

879. The record-card system prescribed by paragraph V, War Department Orders, May 15, 1894, is authorized for general use at division and department headquarters. (Par. 2, G. O. 109, W. D., 1906.)

880. Paragraph V, War Department Orders, May 15, 1894, is as follows:

V.—Record of correspondence.

(1) There shall be three files for the purpose of containing the records of the correspondence of each Bureau, as follows:

(*a*) "Record Card File," which shall contain in ink in respect to each case an abstract of the communication and a record of all office action taken upon it, including the memoranda and reports of searchers, examiners, reviewers, and all others through whose hands the case may pass.

There will also be included a draft or literal copy of all important communications of the Bureau relative to the case, but an unimportant communication or routine letter or indorsement may be recorded by synopsis only.

The record cards shall be numbered from one forward continuously, and shall be filed in numerical order.

When the space on any one record card is insufficient to contain the entries pertaining to the case which the card represents, one or more slips of the same size as that of the record card will be attached to it.

(*b*) A "Card Index File," which shall contain a card bearing the name of the writer of each communication received, and one or more (cross reference) cards referring to the persons or subject-matter therein mentioned.

The index cards will bear numbers corresponding to those of the record cards, but will be filed in alphabetical order.

Where many communications are received daily from the same official of the Government, the name of the writer need not be indexed, if it is found that the index of the subject of such communications answers all practical purposes.

(*c*) A "Document File," which will also be numbered consecutively, and with numbers corresponding to those of the record cards and index cards, in which will be filed the original documents or communications in each case, together with press copies of any letters of the Bureau relating to the same.

If the original communication shall not be retained in the office, the record card must show that fact.

The papers pertaining to any case in this file will be contained in an envelope if practicable.

(*d*) The record cards and index cards used in the files above mentioned, shall be of the unif [illegible] hes long by 3[illegible] inches wide, an[illegible]

(2) *Prece*[illegible] after the same

who shall prepare therefrom "precedent cards," showing the nature of the case and the action taken thereon, providing his "precedent file" contains no card showing similar action.

(3) The method of recording the action taken upon each item of business, in respect to which a record is necessary, shall be as follows:

(*a*) The mail clerk, upon receiving the mail, shall place with each new communication of sufficient importance to be recorded, a blank record card and a blank index card.

(*b*) The case thus prepared shall be passed to the briefing clerks, one of whom shall immediately brief the communication, if not already briefed, and shall enter upon the record and index cards the name of the writer and a brief synopsis of the communication.

(*c*) The briefer shall also prepare such additional index and cross-reference cards as may be necessary to index the communication thoroughly.

(*d*) As soon as briefed the case shall be passed to the numbering clerk by whom the original communication, all its inclosures, and the record card and index and cross-reference cards shall be stamped with the same number and date of receipt and the name of the office.

(*e*) The numbering clerk shall withdraw the index and cross-reference cards, leaving the record cards with the cases.

The cross-reference cards will be immediately placed on the alphabetical index file, but the index cards will be arranged in numerical order and retained on the desk of the tally clerk until the case represented by them shall have been disposed of.

(*f*) The case, including the record card, which must invariably accompany it until it is disposed of, will next be passed to the clerk in charge of the index file, who will search the same for previous action.

(*g*) If the index file discloses that any previous action has been taken, the corresponding record card or cards will be taken from the record-card file and placed with the case.

If but one old record is found the old and the new card will be connected by writing the number of each upon the other.

If more than one old record card is found, the oldest and the new card will be thus connected.

A temporary "charge card" will be substituted for each record card thus taken from the file, and will be allowed to remain therein until the record card shall have been returned.

(*h*) The case will next be sent, if necessary, to the clerk in charge of records of correspondence antedating the present system. Here search will be made for any prior action in the case, and if such record is found, a proper notation will be placed upon the record card accompanying the case.

(*i*) Any previous papers that may be found and that may be pertinent to the case should be placed with it.

A temporary "charge card" should be substituted for the papers thus removed.

(*j*) The case will next be sent to the division, or divisions, in which it is to be investigated and the answer prepared.

(*k*) The draft of the answer may be sent for approval or alteration to the officer who is finally to decide the case.

(*l*) The draft, after approval, shall be passed to a typewriter or copyist, who shall make a fair copy of the draft.

The letter, after having been compared with the draft, will then be sent to the proper official for signature.

Before the approved draft is sent to the copyist the papers that are to be retained on the files of the office will be sent to the document file.

(*m*) After being signed the letter will be press-copied and the press copy will be sent to the document file to be placed with the original papers.

(*n*) The letter, accompanied by its record card, will next be passed to the dispatch clerk, who will withdraw the record card, place the letter in an envelope, address, and mail the same.

(*o*) The record card or cards will be passed to the tally clerk.

(*p*) The record card will then be stamped with the date of the disposition of the case.

(4) One, or any greater number, of the steps to be taken in the course of action upon a paper as above described may be taken by the same clerk.

(5) At least once each day all record cards that have accumulated upon the desk of the tally clerk will be tallied with the index cards that have been awaiting them there.

The corresponding index cards will be stamped with the date of the disposition of the cases which they represent, and will be filed in the alphabetical index file.

The record cards will be filed in numerical order in the record-card file.

(6) If for any reason a letter has been written without a draft or synopsis thereof having been [illegible] upon the record card the press copy may be sent, imm[illegible] mailing the

letter, to a copyist, by whom it shall be copied, or a synopsis of it entered upon the corresponding record card.

(7) The index cards remaining untallied at the close of the day upon the desk of the tally clerk will show what cases have not gone out of the office.

(8) Temporary duplicates will be made of the index cards remaining untallied at the close of the day. These duplicates will be immediately placed upon the alphabetical index file and will remain there until the cases represented by them shall have been disposed of.

When this shall have been done the original index cards will be placed upon the alphabetical index file in place of the temporary duplicates, which will be withdrawn and destroyed.

(9) Each entry made upon any record card shall be authenticated by the initials of the person making the same.

(10) When the record cards pertaining to any particular case or subject exceed three in number they shall be brought together and be placed in an envelope, which shall be filed under the lowest number of the series of cards contained therein.

All the numbers of the series will be entered in order, the lowest at the top, upon the envelope.

Reference cards will be filed under all the numbers which have been made vacant by the consolidation of the cards.

(11) The three files, record cards, index cards, and documents, shall be kept, if possible, in the same room or adjoining rooms.

(12) The series of numbers commenced under this system of record keeping shall be continuous and without break for any new year.

(13) Not more than one initial shall be used for the authentication of letters submitted for official signature. This initial shall be as small as practicable, shall be placed in the upper right-hand corner of the paper, and shall be such as to identify the clerk who is responsible for the letter to the official who is to sign the same.

(14) When the papers in any case are sent out of the Bureau on request or for information pending final action in the case, a card indicative of that fact shall be placed on a "suspended file" which shall be examined daily, and cases not returned within ten days shall be traced and the reason for their detention ascertained.

Such action shall be repeated with respect to any case every ten days until the papers have been again received.

(15) No record shall be made beyond a mere notation of the fact of receipt, and disposition in respect to the following matters:

(*a*) All papers not pertaining to the business of the Bureau at which received, but which shall forthwith be transmitted to the proper Bureau for action. In exceptional cases the person from whom the communication has been received may be informed as to the disposition made of it by the Bureau to which it was addressed.

(*b*) Accounts current, vouchers, returns of stores and property, inventories and inspection reports.

(*c*) Mere letters of transmittal which shall forthwith be destroyed.

(*d*) Requests for and acknowledgment of receipt of publications and blanks.

(*e*) Letters from persons evidently insane.

(*f*) All other communications of no permanent or historical value, and which are finally disposed of by the answers thereto.

(16) In cases where there is special need for haste a red card should be placed with the communication immediately on the same being put in the channel for examination and answer, and should not be withdrawn until the case is finally disposed of.

(17) In all typewritten or printed communications quoted language exceeding one line in length shall be close-lined, and a paragraph shall indicate the commencement thereof, which paragraph shall terminate with the conclusion of such quotation.

(18) Each different topic treated of in the same communication issuing from any Bureau shall be separately numbered, but as a rule, to which there should be few exceptions, but one topic should be treated of in any one communication.

(19) Special attention shall be given to the matter of letter-press copies, and no copy in any degree imperfect shall be filed, but shall be replaced by a perfected one.

(20) No acknowledgment shall be made on receipt of routine reports or returns. But in case the same shall not be received within ten days after due, a card of notification to that effect shall be sent to the officer from whom the same should have been received.

(21) Letters of transmittal shall hereafter be omitted, and in lieu thereof there may be noted on the outside of the envelope covering the inclosure and in the lower left-hand corner thereof the words, "—— inclosures."

(22) When a telegram is sent, there shall be made two press copies, the one for retention and the other for transmission as a confirmation of the message, which last shall be made upon paper headed with the name of the Bureau, and bearing underneath these words: "The following is a copy of a telegram sent you this day," and which last shall constitute a sufficient letter of advice upon the subject.

(23) No record shall be kept in any Bureau or division respecting matters of which an established record or file is kept in any other Bureau or division to which the matter covered thereby properly pertains, but information shall be obtained from the latter source, on application therefor, as occasion may require.

881. Hereafter, at each administrative headquarters of the Army, the following methods will be observed in the keeping of records and the transaction of official business:

No record shall be kept in any office at a military headquarters respecting matters of which an established record or file is kept in any other office of the same headquarters to which the matter covered thereby properly pertains, but information shall be obtained from the latter source on application therefor as occasion may require. Thus, no record will be made in the office of the adjutant-general (or adjutant) of a paper destined for the action of another office, except when the commander desires to take some previous action, and generally only such papers will be filed in the office of the adjutant-general (or adjutant) as do not pertain to the business of any of the subordinate offices.

Mail received in any office will be opened promptly and each communication will be stamped with the name of the office and date of receipt. Communications pertaining to the business of the office will then be separated from those pertaining to the business of other offices; the latter will then be marked with the initials of the office to which they pertain and at once sent to the proper offices; the former, if of sufficient importance to be made of record, will then be briefed and entered.

Each staff officer is responsible that communications sent to him are promptly acted upon. In a case requiring the action of the commander, the staff officer will submit the case to him through the chief of staff (adjutant-general or adjutant), with a memorandum, when necessary, giving a summary of the case and containing his recommendation as to proper action.

In case of routine papers to be forwarded or returned to higher authority, the staff officer will submit them with indorsement prepared for signature of the commander; if to be returned or transmitted, with instructions or remarks, the indorsement will be prepared for signature of the adjutant-general (or adjutant).

When acted upon by the commander the proper steps to carry such action into effect will be taken by the chief of staff (adjutant-general or adjutant), and the papers returned to the office of record, when it will be finally disposed of, i. e., filed, forwarded, transmitted, or returned, without further indorsement or action of that office, except to note disposition in the record. (G. O. 191, W. D., 1905.)

882. The use of the letters-received book with index, the letters-sent book with index, and the order book, will be discontinued throughout the Army by August 31, 1906, or as soon thereafter as practicable, in all administrative units and offices below department headquarters. These books will be replaced by a correspondence book with index, a document file, and an order file. The correspondence book and index will be furnished in each case by the bureau that is supplying the books now in use. (Par. 1, G. O. 109, W. D., 1906.)

883. "Instructions for use of Correspondence Book," published in G. O. 109, W. D., 1906, are required to be placed on the inside of the top cover of each correspondence book (converted and new) and of each separate index. (Par. 6, G. O. 109, W. D., 1906.)

Books and records.

884. Artillery district. (A. R., 304.)

885. Post. (A. R., 209, 315, 449, 828; G. O. 124, W. D., 1905, par. 7; G. O. 249, W. D., 1907; Cir. 33, W. D., 1908.)

886. To be kept by "Officer in charge of prisoners" at posts designated for the confinement of general prisoners. (G. O. 55, A. G. O., 1895.)

887. Regimental. (A. R., 253, 322, 828; G. O. 1, W. D., 1905; G. O. 249, W. D., 1907; Cir. 33, W. D., 1908.)

888. What regimental and company books and papers are to be permanently preserved and what destroyed after five years. (A. R., 253, 276.)

889. Before books and papers are destroyed under A. R., 249 and 272 (A. R., 253 and 276, 1908), they should be

examined to see that everything of historical value therein has been embodied in the history of the organization. (G. O. 1, W. D., 1905.)

890. A battalion is a unit for maneuvers and instruction; it is not an administrative unit, and when serving in regiment it has no records. (A. R., 239. See Cir. 20, W. D., 1908.)

891. Company. (A. R., 275–277, 315, 329, 828, 1165; G. O. 31, 249, W. D., 1907; S. A. F. R., 238–239.) Additional for an independent company. (G. O. 1, W. D., 1905.) Additional for field artillery. (G. O. 152, W. D., 1906.)

NOTE.—A "Company Property Book" (A. R., 276) is now furnished by the Quartermaster's Department.

892. When a regiment or company is relieved from duty in a division or department, the division and department orders in its possession, except extracts of special orders, will be disposed of under instructions of the division and department commanders. (A. R., 253, 276.)

893. Fort record book and files to be kept by the commanding officer of each coast artillery fort, as defined in par. 87, Prov. D. R. C. A. (Art. Mem. No. 1, W. D., 1906; Cir. 29, W. D., 1906.)

894. Record book of artillery and artillery firing (same as "Post Book of Artillery Record" mentioned in D. R. C. A., 528) discontinued. (Cir. 11, W. D., 1907.)

895. Emplacement book and files to be kept by the commanding officer of each gun battery and of each tactical mortar battery at seacoast fortifications. (Art. Mem. No. 2, W. D., 1906; G. O. 154 and 197, W. D., 1906; Cirs. 12, 18, W. D., 1908.)

896. A record will be kept in the emplacement book of each battery of all inspections made of the battery or of any material pertaining thereto. In connection with this entry a record will be made of each defect, deficiency, or irregularity noted by the inspector, and of the remedial action taken. (G. O. 197, W. D., 1906.)

897. Powder book to be kept by the ordnance officer at every seacoast fort. (Art. Mem. No. 4, W. D., 1904.)

898. Kept by artillery district ordnance officer: Record of work performed by each resident and nonresident ordnance machinist in the district. (G. O. 62, W. D., 1908, par. IV, sec. 24.)

899. Records of the history and operations of fortification power plants, mining casemates, searchlights, and fire-control installations, to be kept in the office of the post artillery engineer. (Par. 10, G. O. 182, W. D., 1907.)

900. Cable book to contain record of semiannual test of mine cable. (G. O. 62, W. D., 1908, par. IV, sec. 16.)

901. In every staff corps and department, regiment, battalion not forming part of a regiment, and independent troop, battery or company, will be kept a detailed history of the services of the organization. The history will, at all times, be kept as nearly up to date as possible. (G. O. 1, W. D., 1905.)

902. Rosters. (A. R., 246, 277, 361–370; M. G. D. 1–13, 15–46.)

903. Identification records of enlisted men. (W. D. G. O. 68, 206, 1906; 103, 1908; Cirs. 44, 1906; 2, 75, 1907; 16, 51, 1908.)

904. Quartermaster. (Q. M. M., 27, 28, 31, 534–536 and 535½, G. O. 71, W. D., 1905; 652–654; G. O. 109, W. D., 1906; Cirs. 1, 11, Q. M. G. O., 1908.)

905. Commissary. (M. S. D., 288–297; G. O. 109, W. D., 1906.)

906. Medical Department. (M. M. D., 90, 99, 401, 585 (*b*); A. R., 1488; G. O. 109, W. D., 1906.)

907. Paymasters. (M. P. D., 702.)

908. Engineer Department at large. (G. O. 11, Office of Chf. of Eng., 1906.) In Engineer offices in which are disbursed funds under the control of the Chief of Engineers. (E. R., 59, G. O. 2, Office of Chf. of Engr., 1908.)

909. Ordnance. (O. R. of 1907, page 51.)

910. Chaplains. (A. R., 45.)

911. National cemetery record books; Letters-received book and index; letters-sent book and index; record of disbursements (a 6-quire blank book); burial register; visitors' register. (Cir. 25, Q. M. G. O., 1905.)

912. The following books and records are required to be kept in connection with recruit administration:

(*a*) *At general recruit depots.*—Correspondence Book (A. R., 209); Consolidated Morning Report (A. R., 209); Company Morning Report (A. R., 275); Sick Report (A. R., 275); Guard Report (A. R., 209); Monthly Report of Medical Examination of Applicants for Enlistment—retained copy, Form 265, A. G. O. (A. R., 881); Document file (A. R., 209); Order file (A. R., 209); copies of all returns and reports rendered, if not contained in document file (A. R., 209). (12063, I. G. O.) Copies of D. and A. cards (Cir. 23, W. D., 1908).

All records pertaining to recruit administration at recruit depots and depot-posts will be so kept that a change may, with-

out interference, be made at any time in the post personnel. (A. R., 851.)

(*b*) *At recruit depot-posts.*—Monthly Report of Medical Examination of Applicants for Enlistment—retained copy, Form 265, A. G. O. (A. R., 881). (12063, I. G. O.) Copies of D. and A. cards (Cir. 23, W. D., 1908).

(*c*) *At other garrisoned posts.*—Monthly Report of Medical Examination of Applicants for Enlistment—retained copy, Form 265, A. G. O. (A. R., 881). (12063, I. G. O.)

(*d*) *At general recruiting stations (main).*—Correspondence Book (A. R., 209); Company Morning Report (A. R., 275); Sick Report (A. R., 275); copies of D. and A. cards (Cir. 23, W. D., 1908); Book of Transportation Requests (Cir. 41, W. D., 1906); Document file (A. R., 209); Order file (A. R., 209); copies of all returns and reports rendered, if not contained in document file (A. R., 209); muster roll of recruiting party—retained copy (Cir. letter, A. G. O., Apr. 8, 1907). And where the recruiting officer is a disbursing officer: Cash book; check book (A. R., 612–614). (12063, I. G. O.)

Cir. 23, W. D., 1908, requires recruiting officers at general recruiting stations to file thereat copies of the descriptive and assignment cards of all applicants for enlistment *examined by the recruiting officer*, whether the applicants be accepted or rejected. (Indorsement, A. G. O., Sept. 3, 1908; 12598, I. G. O.)

(*e*) *At auxiliary stations.*—As the recruiting officer simply makes visits to these (auxiliary) stations when candidates for enlistment are assembled, and as such a station is frequently operated by a single soldier, few or no records are kept there. The records of the parties are all kept at the main stations. While it might be well to keep records at some of the more important auxiliary stations, it will be readily seen that for the Department to prescribe a rule in this respect for all the auxiliary stations of varying degrees of importance is wholly impracticable. The matter has therefore been left to the judgment of the responsible officer who can best judge what records should be kept at each place. (M. S. O. letter July 9, 1904; Cir. letter I. G. O., July 25, 1904.)

913. Official communications will be signed or authenticated with the pen and not by facsimiles. Signatures will be plainly and legibly written, with the rank and regiment or corps of the writer annexed. (A. R., 784.)

914. Officers detailed as members of the General Staff Corps *and those* detailed in the several staff departments and corps

will be addressed and designated in correspondence and orders only according to their rank and the positions to which they are detailed, thus: "Major A. B. C., General Staff;" "Captain D. E. F., Paymaster," etc., and they will append only such titles to their official signatures, except where their assignment to duty involves the use of another title, as in the case of an adjutant-general, chief quartermaster, etc., of a military department, and in these cases also the arm of the service from which the officer is detailed will be omitted. (G. O. 24, W. D., 1903.)

915. Copies of any records or papers in the War Department or any of its bureaus, if authenticated by the impressed stamp of the bureau or office having custody of the originals (e. g., "Adjutant-General's Office, Official Copy"), may be admitted in evidence equally with the originals thereof before any court-martial, court of inquiry, or in any administrative matter under the War Department. (Par. II, G. O. 91, A. G. O., 1900.)

916. The use of colored inks, except as carmine or red is used in annotation and ruling, is prohibited in the records and correspondence of the Army. (A. R., 829.)

917. Indelible pencil may be used: In target record. (Par. 95, S. A. F. R.) In correspondence book. (G. O. 109, W. D., 1906, par. 6 (a).)

918. Printed letter and note headings for division and department headquarters and for posts, regiments, and schools of instruction will contain in the upper left corner a brief request for reference to the file number in making reply. Names of officers or other persons, or telephone numbers, will not be printed on letter or note headings for use in any branch of the military service. (A. R., 515.)

919. Sections 5403 and 5408, R. S., prescribe penalties for the fraudulent or wrongful destruction, withdrawal, or removal from any public office of any public record, paper, or document therein deposited. (A. R., 830.)

920. Furnishing of information by persons in the military service. (A. R., 831.)

921. Hereafter disciplinary measures will be resorted to in all cases of neglect of officers to make prompt reply to official communications without satisfactory excuse for the delay. (Cir. 25, W. D., 1906.)

922. In vouchers, co[illegible] the Regulations will be referred t[illegible] ses where an abbreviated [illegible] used, the fol-

lowing style of notation will be adopted: A. R., 86, A. R., 279 (Army Regulations, paragraphs 86, 279, etc.). The same style of notation will be used when reference is made to sections of the Revised Statutes, *e. g.*, R. S., §1115, etc. (G. O. 84, A. G. O., 1881.)

923. Conventional signs and abbreviations for use in official correspondence and on maps, charts, and fire-control diagrams of fire-control stations. (G. O. 114, W. D., 1907.)

924. Military correspondence—general regulations. (A. R., 778-795.)

925. Channels of communication. (A. R., 748, 787-795; G. O. 215, W. D., 1907, Cir. 20, W. D., 1908.)

926. Direct correspondence. (A. R., 788, 789.)

927. In the Philippines Division, correspondence with the War Department will be through the division commander. (A. R., 194.)

928. A commander or chief of bureau may communicate with those under his command or direction through a staff or other suitable officer. With all others he will himself make the communication. (A. R., 792.)

929. Officers who forward communications will indorse thereon their approval or disapproval, with remarks. No communication will be forwarded to the War Department by a department commander or other superior officer for the action of the Secretary of War without some recommendation or expression of opinion. (A. R., 791.)

930. Use of the word "confidential" in communications from the War Department, and responsibility of persons receiving such comunications; publications which are not to be considered confidential in future. (Cir. 78, W. D., 1907.)

RECRUITING SERVICE.

931. *Applicants.*—Instructions as to qualifications of applicants for enlistment, rates of pay of enlisted men, etc. (Cir. 60, W. D., 1908.)

932. Men who present themselves for enlistment in the Army will be interrogated as to service in the National Guard and in the event that they have served in such State troops they will be required to present satisfactory evidence that they have been honorably discharged therefrom, or if unable to do so, enlistment will be refused. (Cir. 13, A. G. O., 1903; also see Cir. 62, W. D., 1908.)

933. Officers on duty at the general recruiting stations will see that the question of special assignment of applicants is settled while the applicants are at the recruiting stations. (Cir. letter, A. G. O., July 30, 1907.)

934. Instructions as to the prompt forwarding of accepted applicants and papers pertaining to them from general recruiting stations to recruit depots and depot-posts. (Cir. 44, W. D., 1907.)

935. Punishment for violation of R. S., 5439, in the matter of procuring subsistence and transportation by fraudulent application for enlistment in the Army. (Cir. 54, W. D., 1908.)

Return transportation from depot to station not to be furnished certain applicants. (Cir. 7, W. D., 1908.)

936. *Arms.*—Arms will not be issued to recruiting parties. (Cir. 14, W. D., 1904.)

937. *Flags.*—An advertising flag, dark blue in color, of the dimensions of the storm and recruiting flag, and bearing on both sides, in white letters, the words "Men Wanted for the United States Army," will be displayed at every general recruiting station, main and auxiliary, in addition to the storm and recruiting flag now used. For the sake of uniformity and conspicuousness the advertising flag and the storm and recruiting flag will be displayed, whenever practicable, at the same elevation and at some distance apart, preferably from separate windows on the same floor of the recruiting station, *with staffs horizontal* in order that the lettering on the advertising flag may be seen plainly and may be read easily from the street. (Cir. letter, A. G. O., July 30, 1907.)

938. *Inspection.*—Inspecting officers in making inspections of general recruiting stations will take special care to ascertain and report whether the requirements of Cir. 27, W. D., 1908, are observed. (Par. 5, Cir. 27, W. D., 1908.)

Instructions to inspectors-general relative to recruiting officers, their interest in and aptitude for their work, efforts to secure recruits; character, appearance, and suitability of recruiting parties; dress and soldierly appearance of door orderly; attractiveness of station, advertising, display of flag, etc. (Cir. letter, I. G. O., April 6, 1908; 12359, I. G. O.) Also see par. 103, *ante*.

939. *Inspection of aux* [illegible] *ions.*—"The Chief of Staff, having decided th[illegible] iliary recruiting stations are not [illegible] ector-General of your D[illegible] be [illegible] ed. upon

his visit to the main station, to make special inquiry regarding the management of the auxiliary stations, the character of personnel there located, etc., such information to be obtained from the recruiting officer. If, upon inspection of the main station, an inspector is put in possession of any circumstance at an auxiliary station which he deems it important to inquire into on the ground, he should proceed to make his inspection and have his journey subsequently confirmed." (Cir. letter, M. S. O., May 29, 1905, to Division Commanders.)

940. *Inspection of meals.*—For the purpose of ascertaining whether the meals furnished are suitable and in accordance with the terms of the agreements or contracts under which they are furnished, officers of the general recruiting service will make periodical inspections of the meals furnished at all main, auxiliary, and intermediate recruiting stations under their charge. No more than one meal need be inspected at any station in any one day, but inspections will be so timed that different meals will be inspected in succession at each station. At each main station one or more meals will be inspected each week, and at each auxiliary or intermediate station one or more meals will be inspected during each visit of the recruiting officer to that station, but no journey to any station will be made for the sole purpose of inspecting meals. The fact that such inspection has been made, the date of the inspection at each station, and the meal or meals inspected on that date will be noted in the column of remarks on the station trimonthly report of the general recruiting service. (Cir. letter, A. G. O., March 31, 1906.)

941. *Office hours.*—Except on Sundays and holidays, recruiting offices will be opened for business daily not later than 8 a. m. and closed not earlier than 5 p. m. (Cir. 27, W. D., 1908.)

942. *Orderly.*—When a recruiting party consists of two or more enlisted men, one man of soldierly bearing and properly uniformed will be posted at the main (street) entrance of the recruiting station during at least four hours of each week day, to answer inquiries and direct applicants to the recruiting office. While thus posted and wearing the dress uniform the soldier will wear white gloves and the prescribed belt. The white belt will be worn with the white uniform by the enlisted man posted at the main entrance of each recruiting station, by men on duty in parks and squares, and by men on other duties as may be directed by the recruiting officer. (Cir. 27, W. D., *1908, amended by* Cir. 53, W. D., 1908.)

Rooms will not be selected in a building the owners or occupants of which may object to the posting of a soldier at the main entrance as required in Cir. 27, W. D., 1908. (Cir. 27, W. D., 1908.)

943. *Posters.*—To be judiciously placed. (Cir. letter, A. G. O., July 30, 1907.)

944. *Quarters.*—The privilege of living out of quarters may be granted by recruiting officers to the following classes of members of recruiting parties:

(1) Soldiers who were married prior to their last enlistment or prior to their transfer to the recruiting service.

(2) Soldiers who may hereafter receive permission from the War Department to marry.

The privilege of living out of quarters will not be extended to more than one man at each main station. When an enlisted man to whom this privilege has been granted desires to be subsisted independently, he will submit in writing an application to The Adjutant-General of the Army to be paid the contract price of subsistence. This application will be forwarded by the recruiting officer, with his recommendation and with such information in regard thereto as may be deemed pertinent. (G. O. 190, W. D., 1904.)

945. *Records.* (See par. 912, *ante.*)

946. *Recruit depots and depot-posts.*—General service recruiting stations and general recruit depots are excepted from the control of division and department commanders. (A. R., 187. See Cir. 56, W. D., 1906.)

947. In all matters of police and discipline recruits at recruit depot-posts are under the command of the post and department commanders, but in all other matters, including discharges for disability, they are directly under the orders of the War Department. (A. R. 851.)

NOTE.—A list of recruit depots and depot-posts will be found in the monthly "Army List and Directory."

948. Recruits at general depots will be organized for instruction into recruit companies as may be directed by the War Department. (A. R., 852.)

Each recruit company will be subdivided into three sections, viz: Section A, to be composed of recruits of less than fifteen days' service; section B, to be composed of recruits of more than fifteen days [illegible] ing one month's service; sec-
t [illegible] recruits, including those of
[illegible] 15, 1905; 105883, A. G. O.)

949. The batteries, power plants, and other artillery accessories used for seacoast defense purposes at Fort Slocum, N. Y., are attached to and will form a part of the recruit depot thereat. (G. O. 25, W. D., 1907.)

950. Barber shop is to be established in connection with post exchange at recruit depots. (Chief of Staff, May 23, 1905; 10008, I. G. O.)

951. Civilian clothing of accepted recruits will be disinfected hereafter at recruit depots and depot-posts instead of at recruiting stations. (Cir. 37, W. D., 1906.)

952. *Regulations governing the recruiting service.* (A. R., 850-887.)

953. *Toilet articles for recruiting stations.* (A. R., 1236.)

954. *Uniform.*—Officers and enlisted men on duty at general recruiting stations will wear, according to the season, either the dress uniform or the white uniform and will not wear the service uniform. The time of wearing the white or the dress uniform will be determined for each recruiting district by the officer in charge of the district.

Recruiting officers and members of their recruiting parties will be in uniform when on duty as such.

Recruiting officers will give special attention to the dress and appearance of their men and will take the necessary steps to relieve from recruiting duty any men now on their parties or that may be received hereafter who are slovenly or unsoldierly in appearance. (Cir. 27, W. D., 1908.)

Existing instructions (published in Circular No. 27, W. D., April 7, 1908, issued pursuant to paragraph 2, G. O. 169, W. D., 1907) are specific in requiring recruiting officers to be in uniform "while on duty as such," which, of course, includes the time during which they are on duty at either main or auxiliary stations. These instructions are not construed, however, as requiring recruiting officers to be in uniform while traveling to and from auxiliary stations. (Indorsement, A. G. O., Aug. 29, 1908; 12587, I. G. O.)

White summer clothing for members of recruiting parties. (A. R., 1176; G. O. 93, W. D., 1908; Cir. 27, W. D., 1908.)

955. *Vaccination.*—Every applicant for enlistment who is accepted at a general recruiting station will be immediately vaccinated at the station, either by the Hospital Corps man with the party or, if there is no Hospital Corps man with the party, by a civilian physician employed for the purpose, provided that

the services of such a physician can be obtained at the price fixed by A. R., 1501. (A. R., 876.)

RETIRED OFFICERS.

956. The Secretary of War may assign retired officers of the Army, with their consent, to active duty in recruiting, for service in connection with the organized militia in the several States and Territories upon the request of the governor thereof, as military attachés, upon courts-martial, courts of inquiry and boards, and to staff duties not involving service with troops. (Act April 23, 1904; G. O. 76, W. D., 1904, p. 10.)

957. Pay of, when assigned to active duty. (Act April 23, 1904, G. O. 76, W. D., 1904, p. 10; act March 2, 1905, G. O. 40, W. D., 1905, p. 9; act June 12, 1906, G. O. 115, W. D., 1906, p. 8.)

958. Retired officers may be assigned to duty at the Soldiers' Home, provided they receive from the Government only the pay and emoluments allowed by law to retired officers. (R. S., 1259.) But they may receive supplies from the Home, and the treasurer may receive a salary from the funds of the Home. (Op. Att. Gen. See par. 810, M. P. D.)

959. Laws, regulations, and instructions governing detail of, at educational institutions. (G. O. 155, W. D., 1907.)

SERVANTS.

960. No officer shall use an enlisted man as a servant in any case whatever. (R. S., 1232.)

SHOES.

961. Company commanders enjoined to personally supervise fit of the footgear; soldier has a marked tendency to wear a marching shoe of the same size as his dress shoe, whereas he should wear at least a size larger. (Cir. 34, W. D., 1906.)

962. An explanation for not wearing uniform shoes at inspection in dress uniform to the effect that the men's feet were so tender that wearing uniform shoes caused loss of efficiency, was not accepted by the War Department as satisfactory, and the men were required to wear the uniform shoe as prescribed. (Dec. Act. Scy. War, Oct. 29, 1907; 12006, I. G. O.)

963. Neatsfoot oil for use as a shoe dressing will be furnished by the Quartermaster's Department, and a supply of not less than 4 ounces for each man will be ke[illegible] y organization for use i[illegible] W. D., 1907.)

SIGNAL CORPS DEPOTS AND POSTS.

964. "The general depots of supply," mentioned in A. R., 187, include the general property depots of the Signal Corps at present established, or that may hereafter be established. Whenever such depots of the Signal Corps are situated at a Signal Corps post, matters of post administration remain in the hands of the division and department commanders. (Cir. 46, W. D., 1906.)

SOLDIERS' HOMES.

Soldiers' Home at Washington, D. C.

965. The following persons, members of the Soldiers' Home, according to section 4814, Revised Statutes, shall be entitled to the rights and benefits herein conferred, and no others:

First. Every soldier of the Army of the United States who has served, or may serve, honestly and faithfully twenty years in the same.

Second. Every soldier and every discharged soldier, whether regular or volunteer, who has suffered, or may suffer, by reason of disease or wounds incurred in the service and in the line of his duty, rendering him incapable of further military service, if such disability was not occasioned by his own misconduct.

Third. The invalid and disabled soldier, whether regulars or volunteers, of the war of 1812 and of all subsequent wars. (R. S., 4821.)

NOTE.—Discharged soldiers who served only in volunteer organizations are not received at the Soldiers' Home in the District of Columbia, because provision is made for them in the National Home for Disabled Volunteer Soldiers. (P. 20, Laws and Regulations for the Soldiers' Home.)

966. Regulations for admission to the Soldiers' Home, Washington, D. C. (A. R., 176-179.)

967. The law which required that 12½ cents per month for the Soldiers' Home be deducted from the pay of enlisted men was repealed by act of June 12, 1906 (G. O. 115, W. D., 1906, p. 4), and act of May 11, 1908 (G. O. 80, W. D., 1908, p. 8).

National Home for Disabled Volunteer Soldiers.

968. The following persons only shall be entitled to the benefits of the National Home for Disabled Volunteer Soldiers, and may be admitted thereto upon the order of a member of the Board of Managers, namely:

All honorably discharged officers, soldiers, and sailors who served in the regular or volunteer forces of the United States in any war in which the country has been engaged, including the Spanish-American War, and the provisional army (authorized by act of Congress approved March 2, 1899), who are disabled by disease, wounds, or otherwise, and who have no adequate means of support, are not otherwise provided for by law, and by reason of such disability are incapable of earning their living. (Acts Mar. 21, 1866; May 26, 1900; Jan. 28, 1901; Regs. N. H. D. V. S. of 1906, par. 83.)

STAFF.

969. Of commander of the Philippines Division. (A. R., 194.) Department commander. (A. R. 195.) Tactical division and brigade organized in time of peace for purpose of instruction. (F. S. R., 3.) General officer commanding a post. (A. R., 196.) Artillery district commander. (A. R., 302, G. O. 13, 62, W. D., 1908.) Regimental commander. (A. R., 243.) Battalion and squadron commanders. (A. R., 243.) Post commander. (A. R., 204, G. O. 62, W. D., 1908.)

970. Officers of the general staff (staff departments), serving at military posts, do not belong to regiments or battalions, but constitute the staff of the commanding officer. They will attend him on all reviews and inspections; will form in line three paces to the rear of the commanding officer, who may, at his discretion, require them to stand fast when he proceeds to make the "inspection," or he may instruct one or more to accompany him, and the remainder to retain their position at the *post for review*. (Cir. 8, A. G. O., 1885.)

971. The tour of duty in the Philippines Division of all staff officers will be two years, as nearly as practicable, counting from the date of arrival in that division to the date of departure therefrom. (G. O. 175, W. D., 1907.)

SUBMARINE MINING.

972. Designation "torpedo companies" changed to "mine companies." (G. O. 21, W. D., 1908.)

973. Companies assigned to a mine defense are charged with the care and operation of the mine equipment. (G. O. 62, W. D., 1908, par. IV, sec. 17.)

974. Accountability for submarin
182, W. D., 1907.)

975. Annual allowance of submarine mines for practice at posts supplied with the necessary mine explosive: To each post where a mine company is stationed, three mines; to other posts where instruction in submarine mining is required, one mine. (G. O. 9, W. D., 1908.)

976. Submarine mine property shall not be used for other than mine purposes, unless the express authority of the Chief of Artillery therefor has been previously obtained. (G. O. 86, W. D., 1905.)

977. Mine equipment expended in mine commands. (G. O. 62, W. D., 1908, par. IV, sec. 18.)

978. At posts provided with the necessary material (oil engine, storage battery, transformers, switchboard, operating boxes, etc.), a mining casemate shall be installed, provided a suitable room is available or may be extemporized for this purpose. If for any reason it is found impossible to make this temporary installation, the commanding officer shall make a detailed report showing why it can not be done. (G. O. 86, W. D., 1905.)

979. Instructions relative to classification of submarine mine cable. (Cir. 21, W. D., 1906.)

980. Test of submarine mine cable, received at an artillery post, for insulation and copper resistance. (Cir. 45, W. D., 1907.)

981. Cable tanks should, if practicable, be kept filled with fresh water; but when this is impracticable salt water may be used until a supply of fresh water becomes available. (G. O. 86, W. D., 1905.)

SURVEYING OFFICER.

982. The post surgeon, unless he be the post commander, can not appoint a surveying officer. (Actg. Scy. War, Mar. 3, 1908; 12205, I. G. O.)

983. On the approved recommendation of a surveying officer the following classes of property may be destroyed: (*a*) clothing infected with contagious disease; (*b*) stores that have become so deteriorated as to endanger health or injure other stores, and (*c*) unserviceable property of no salable value submitted to a surveying officer under the provisions of A. R., 682. The decision of the commanding officer will be final as to whether such property has salable value.

This paragraph will, in its application to ordnance stores *under (c), be limited* to utterly worthless articles constituting

the soldier's personal equipments (not arms), horse equipments, and target materials and supplies, the cost price of which does not exceed $100 for mounted organizations and $50 for all other cases. In each case the report will give the dates of receipt of the stores surveyed.

Before ordering the destruction of property or stores under the provisions of this paragraph the commanding officer will personally inspect the same and will be held responsible that the conditions justify the action. In case the invoice value of the stores involved exceeds $500, the approval of the next higher commander will be obtained before destruction of the property, as provided in A. R., 722. A certificate of the witnessing officer that the property has been destroyed as authorized will be appended to the report. (A. R., 720.)

984. Where two reports of survey of ordnance stores pertaining to one organization, covered destruction on the same date of property whose cost price was $99.90 and $98.65, the Secretary of War, March 11, 1908, concurred in the following remarks of the Chief of Ordnance:

"The action of these officers in disposing of the property seems to have been based on a technical compliance with A. R., 720, as amended, but their actions violated the spirit of this regulation and nullified its purpose. If such action were permitted to pass unnoticed an officer might claim that he could, on the same date or about the same date, properly dispose of utterly worthless ordnance property having an aggregate cost price of any amount, provided each report of survey covered property the cost price of which was $100 or under.

"This office reports that cases of this kind have so far been exceedingly rare. It is considered therefore that proper compliance with the spirit and purpose of the regulation can be best enforced by informing the officers concerned that the Secretary of War disapproves of their actions, and, should future cases arise, more stringent measures will be adopted." (12332, I. G. O.)

985. Opinion of the Judge-Advocate-General, October 6, 1903, in case where a board of survey recommended that the price of butter on hand by the Subsistence Department for sale at a post be reduced:

"In view of the positive requirements of the statute that the sale of subsistence stores to officers an[illegible]en shall be 'at cost price only,' it [illegible] reduction would not be legal [illegible] that the

sale shall be at cost price, but defines the meaning of the term, "to be the invoice price of the last lot of that article received by the officer making the sale prior to the first day of the month in which the sale is made." (5723-B, I. G. O.; 15285, J. A. G. O.)

986. Report of survey to be prepared in triplicate. Separate reports will be made for each staff department concerned. (A. R., 719.)

987. Approval of reports of survey. (A. R., 721-723.)

988. The third copy of a report of survey on public property pertaining to a recruit depot or to a general recruiting station will be filed at the depot or station. (Cir. 30, W. D., 1908.)

989. Reports on unserviceable band instruments. (A. R., 1188.)

990. Reports on china and glassware of outgoing organizations. (A. R., 1032.)

991. Reports for information of Secretary of War on unserviceable silken colors, standards, and guidons in possession of commands. (A. R., 235.)

992. Whenever loss or destruction of, or damage to, public property, requiring the action of a surveying officer, occurs, such action will be requested by the responsible officer as soon as practicable and in every case within thirty days after discovery of the loss, destruction, or damage, unless exceptional circumstances, which will be explained by the officer's certificates, prevent such action within that period. (A. R., 716.)

TABLEWARE.

993. Estimates are sometimes made for articles of china and glassware, to cover wear and tear, as determined by Inventory and Inspection Report. The term *breakage* in A. R., 1200, covers all shortage by deterioration of such ware through breakage, chipping, cracking, etc.; shortage through extraordinary circumstances, or through loss or carelessness, is otherwise provided for. Attention is invited to paragraph II, General Orders, No. 7, series 1895, and to Circular No. 10, series 1895, both from this office, the latter regarding inspection of ware after each meal and each dishwashing.

The allowance under A. R., 1200, is abundant, and ware must be so guarded that the outfit shall therewith be kept complete.

China and glassware will be disposed of only as provided for by that paragraph, which does not contemplate the action of an inspector.

Estimates for ware will be rendered quarterly for articles needed, within value and quantity allowed by regulations. If estimates are not submitted at the end of each quarter, it will be inferred that the supply on hand is complete to that date. The account for each organization is closed at the end of the fiscal year.

If the ware of a departing organization is left in such a condition that the supply on hand, together with allowance remaining due, and articles replaced as provided for by A. R., 1200, will not complete the outfit for its successor, the shortage will be charged against the officer in charge of the mess of the departing company.

The quartermaster who receives the ware from departing organizations will keep the supply of each company separately, to be thus turned over to its successor. (G. O. 51, A. G. O., 1896.)

NOTE.—A. R., 1200, of 1895 continued as A. R., 1187, of 1908.

994. China and glassware belonging to mess outfits * * * will not be removed from soldiers' barracks without the order of the post commander, nor will they be removed from a post or station except by order of the War Department. * * * Previously to the execution of an order for change of station of an organization the commanding officer of the post or station will appoint a surveying officer, if possible an officer belonging to an organization other than that changing station, who will survey all china and glassware of the outgoing organization. He will render a report as to the serviceability or unserviceability of the articles surveyed, and that report, when approved by the commanding officer, will be final. All china and glassware found to be serviceable will be turned in to the quartermaster for reissue. All china and glassware found to be unserviceable after the authorized allowance of 5 per cent a quarter on account of breakage shall have been deducted will be destroyed and the money value thereof charged against the officer who is responsible for the property. (A. R., 1032.)

TELEGRAPHIC CODE.

995. Telegraphic cipher code, care of, etc. (G. O. 84, W. D., 1904; G. O. 8[illegible]7.)

TELEPHONES.

996. For posts, number and location of. Central to be usually at adjutant's office; to be maintained and operated by members of the garrison as a rule; to be inspected annually by a Signal Corps or other available expert. (W. D. G. O. 97, 1906; 219, 1907; 116, 1908.)

997. Telephone systems of coast artillery posts. (W. D. G. O. 97, 1906; 219, 1907; 116, 1908.)

998. Telephone equipment for target ranges for small-arms practice. (S. C. M. No. 7, par. 464–468.)

TENTAGE.

999. Allowance of, for permanent or maneuver camps. (G. O. 108, W. D., 1908, p. 12.)

1000. The "allowance of tentage for permanent or maneuver camps," page 11, G. O. 140, W. D., 1907, should always be on hand so that troops may "be in instant readiness for the field."

The organization allowances thereof should be habitually in the hands of organizations.

If the call for field duty is to a permanent or maneuver camp, then the allowance on page 11 is taken.

If the call is for field duty, when command is marching, then the allowance on page 12 is taken in the wagons. This allowance is *a part* of the allowance on page 11.

If marching to a permanent camp, the balance of allowance, page 11, would be shipped to the permanent camp. (Q. M. General, concurred in by the Scy. War, Jan. 3, 1908; Cir. 2, Dept. Missouri, 1908.)

NOTE.—Page 11, G. O. 140, W. D., 1907, is same as page 12, G. O. 108, W. D., 1908.

1001. Field allowance of, for officers, organizations, hospitals, etc. (G. O. 108, W. D., 1908, p. 13.) Also see G. O. 95, W. D., 1908, as to reserve supply, etc.

1002. The use of serviceable tents or other canvas for any purpose other than that for which such articles are furnished is prohibited, except in cases of emergency when necessary to protect public property. (A. R., 1192.)

1003. The prescribed allowance of tentage and equipage will habitually be kept in the hands of the organizations to which it is issued. After use and before being put away, tentage and equipage will be thoroughly aired, dried, and put in serviceable

condition, so as to be ready for immediate use when again required. (A. R., 1192.) See par. 1000, *ante*.

TRANSPORTATION.

1004. Allowance of, for field service. (F. S. R. 25, 396.) Medical Department. (M. M. D. 544.) Also see G. O. 95, W. D., 1908.

1005. Allowance of spring wagons for posts. (A. R., 1111.)

1006. Field Service Regulations do not provide for any field service transportation for coast artillery companies. This (Q. M. G.) office has, however, fixed an allowance of one escort wagon for each company of coast artillery. (Q. M. General, Apr. 17, 1907; 11333, I. G. O.)

1007. Organization of wagon and pack trains. (F. S. R., 25.)

1008. Spring wagons will be used only by direction of commanding officers and for the purpose for which they are supplied, viz., for the transportation of officers and enlisted men traveling on duty when other means are not available. (A. R., 1112.)

1009. Commanding officers will cause mounted organizations to be provided daily with the proper facilities for policing stables and hauling forage. (A. R., 1114.)

1010. Care of means of, in the field; personal attention of quartermaster necessary; he can not delegate his responsibility to anyone else, and he alone will be held responsible for their condition. (Q. M. M., 716–720.)

1011. *Ambulances.*—Allowance for field service (F. S. R., 25, 396; M. M. D., 544; G. O. 95, W. D., 1908); for posts (A. R., 1447); furnished and repaired by Quartermaster's Department; housed when practicable near hospital; subject to call of surgeon (A. R., 1446); driver designated (A. R., 1448); care and inspection (A. R., 1448, 1451). See paragraph 84, *ante*.

1012. Ambulances will be used only for transportation of the sick and wounded, the recreation of convalescent patients, or to give instruction in the duties of the ambulance service. (A. R., 1446.) Use in the field. (A. R., 1454.)

1013. Army and escort wagons will be painted an olive drab color. (G. O. 191, W. D., 1906.) Formula for mixing olive drab paint. (Cir. 66, W. D., 1906.)

1014. Control and supervision of, and responsibility for, means of water transporta[illegible] [illegible]ed for the exclusive use of the artil[illegible] [illegible] D., 1908, par. IV, secs. 5 and 25.

1015. As the use of these boats (wooden working boats for submarine mining) will tend to keep them in good condition and serve to train the members of the various crews in their handling and care, their use for ordinary work in the waters about a coast artillery post, when not needed for submarine mine purposes, is authorized under proper supervision of local commanding officers. (Cir. 37, W. D., 1905.)

1016. Each company will be furnished with one hand litter, which will be kept ready for use at all times. It will be supplied and repaired by the Quartermaster's Department. (A. R., 1449.)

UNIFORM.

1017. Regulations for the uniform of the Army, G. O. 169, W. D., 1907, amended, etc., as follows:

Par. 6, by G. O. 33, W. D., 1908.

Par. 10, by Cir. 22, W. D., 1908.

Par. 41, by G. O. 42, W. D., 1908.

Par. 61½, by G. O. 123, W. D., 1908. (For officers of the Medical Reserve Corps.)

Par. 71, by W. D. Cir. 68, 1907; 50, 1908.

Par. 72, by G. O. 93, W. D., 1908.

Par. 72½, by G. O. 93, W. D., 1908. (White, for recruiting parties, cooks, and bakers.)

Par. 77, by G. O. 93, W. D., 1908.

Par. 82½, by G. O. 93, W. D., 1908. (White, for recruiting parties.)

Par. 89, by G. O. 15, W. D., 1908.

Par. 90, by Cir. 83, W. D., 1907.

Par. 98, by Cir. 6, W. D., 1908.

Pages 64 and 65, by Cir. 76, W. D., 1907.

1018. Uniform clothing prescribed for issue to coast artillery troops serving in the United States. (W. D., G. O. 91, 1907; 73, 1908.) For other troops serving in the United States. (G. O. 91, W. D., 1907, the provisions of which are not affected by G. O. 169, W. D., 1907.)

1019. The interpretation of paragraph 83, G. O. 169, W. D., 1907, that letters and numbers are not to be worn on the campaign hat, is correct. (Scy. War, Feb. 12, 1908; 12326, I. G. O.)

1020. At inspection of dismounted troops equipped for field service, neither officers nor enlisted men should wear white gloves or white collars. (Scy. War, July 28, 1908; Cir. 13, Dept. *Dakota, 1908; 12380, I. G. O.*)

1021. Post commanders are authorized to permit enlisted men to wear white collars with old style blue blouse. (Cir. 28, W. D., 1904.)

1022. The proper dress will be determined by the commanding officer, with due regard to prescribed regulations (see Table of Occasions), the season of the year, and the state of the weather. (Par. 2, G. O. 169, W. D., 1907.) Also see T. R. 229.

1023. Officers serving with troops will wear the prescribed uniform and will, by their appearance, set an example of neatness and strict conformity to regulations in uniform and equipment. (Par. 2, G. O. 169, W. D., 1907.)

1024. A standard sample for color of olive-drab woolen cloth will be furnished by the Quartermaster's Department to the quartermaster of every garrisoned post for the future guidance of officers of the Army when providing themselves with olive-drab uniforms. To prevent unnecessary hardship officers will be permitted to wear out such olive-drab uniforms as they now possess. (Cir. 48, W. D., 1907.)

Standard sample of braid to be similarly furnished. (Indorsement of Q. M. General, May 16, 1908; 12422, I. G. O.)

1025. All officers not serving with troops shall, during the hours of duty, wear the prescribed uniform, unless authorized by the War Department to wear civilian clothing. (Par. 2, G. O. 169, W. D., 1907.)

1026. Officers on duty in the War Department are authorized to wear civilian dress. (War. Dept. Cir. Aug. 3, 1904.)

1027. When officers or enlisted men wear civilian dress, it will not be accompanied by any mark or part of the uniform. Enlisted men, on or off duty, will not wear civilian dress without permission of their commanding officer. (Par. 3, G. O. 169, W. D., 1907.)

1028. Enlisted men will not be permitted to wear articles of the uniform other than those furnished to the organization to which they belong. (Page 3, G. O. 169, W. D., 1907.)

1029. Enlisted men will not be permitted to wear any articles of uniform which are not funished by the Quartermaster's Department. (Par. 15, G. O. 169, W. D., 1907.)

1030. Suspenders, when worn, must not be visible. (Par. 102, G. O. 169, W. D., 1907.)

1031. For wear at emplacements and at certain mountain battery drills. (Par. 106, G. O. 169, W. D., 1907.)

1032. Canva[illegible] [illegible]hing for enlisted men of machine-gun detach[illegible] [illegible], D., 1907.)

1033. The service uniforms are made of wool or cotton. Except when otherwise ordered, the woolen uniform is prescribed for winter wear in the United States proper, including Alaska. The cotton uniform is prescribed for tropical wear and for summer wear in the United States, and is authorized for use at emplacements. (Par. 16, G. O. 169, W. D., 1907.)

1034. It is not permitted to combine outer garments of wool with others of cotton in the service uniform of officers or enlisted men. This does not apply to the service hat. (Par. 17, G. O. 169, W. D., 1907.)

1035. Alterations will not be made in any article of the uniform that will result in a material change from the cut prescribed for it in G. O. 169, W. D., 1907. Company commanders will exercise personal supervision over the fitting of the uniforms of the men of their companies, and permit such changes as will insure a proper fit without disturbing the general appearance of the uniform. (Par. 110, G. O. 169, W. D., 1907.)

1036. For officers on the retired list. (Par. 10, G. O. 169, W. D., 1907; Cir. 22, W. D., 1908.)

1037. Courts-martial, courts of inquiry, and boards of officers will hold their sessions in such uniform as the court or board shall decide. (Page 60, G. O. 169, W. D., 1907.)

1038. Campaign badges and certificate of merit badges and sections of ribbon in lieu of them are part of the uniform for officers and enlisted men to whom issued and *will* be habitually worn by them—the badges on the full-dress coat, and the ribbons on the dress, olive-drab wool service, and cotton khaki service, coats; manner of wearing, etc.

Neither badges nor ribbons will be worn by officers suspended from rank and command or by enlisted men serving sentence of confinement for more than five days. (G. O. 169, W. D., 1907, par. 6, amended by G. O. 33, W. D., 1908.)

Instructions concerning award of campaign badges, with list of campaigns for which they are issued. (G. O. 129, W. D., 1908.)

1039. The Philippine congressional medal *will* be worn by officers and enlisted men entitled thereto on all occasions of ceremony; manner of wearing, etc. (G. O. 127, W. D., 1908, par. 2.)

1040. Medals and badges which *may* be worn on certain occasions, and manner of wearing them:

Medal of honor. (G. O. 169, W. D., 1907, par. 5, and par. 6 as amended by G. O. 33, W. D., 1908.)

The various distinctive marks for excellence in small-arms practice. (G. O. 169, W. D., 1907, par. 7.)

Badges for gunners and master gunners. (G. O. 169, W. D., 1907, par. 7. Also see G. O. 94, A. G. O., 1903; Cir. 1, W. D., 1904; G. O. 89, W. D., 1908.)

Badges of certain military societies. (G. O. 169, W. D., 1907, par. 8.)

Life-saving medals (Treasury Department) *authorized* to be worn on occasions of ceremony. (G. O. 13, W. D., 1908, par. 3.)

VETERINARIANS.

1041. Veterinarians are not competent to sit as members of courts-martial or perform any of the duties which are expressly required by law to be performed by commissioned officers. As their status is assimilated to that of commissioned officers, however, they are eligible for detail as members of boards of survey or councils of administration, and may, when no commissioned officer is available, serve as exchange officers or post treasurers, and may witness payments to enlisted men. (Cir. 30, A. G. O., 1901.)

1042. A veterinarian of cavalry or artillery is allowed by law the pay and allowances of a second lieutenant. He is given rank by G. O. 39, A. G. O., 1902, next after a second lieutenant, and the character of his duties is such as to require him to give orders to enlisted men. He is, therefore, entitled to receive the customary salute from enlisted men. (Cir. 18, A. G. O., 1902.)

1043. A veterinarian is entitled to a campaign badge for service rendered by him in campaign. (Cir. 22, W. D., 1905.)

1044. Inspection by, of beef cattle before they are slaughtered and of fresh beef when delivered at post. (G. O. 28, W. D., 1906.)

1045. Uniform for. (G. O. 169, W. D., 1907., par. 64.)

WATER SUPPLY, SEWERAGE, HEATING AND LIGHTING PLANTS.

1046. No changes in or extension of permanent systems of water supply, sewerage, plumbing, heating, and gas or electric lighting will be made at military posts or in any buildings thereat, with proper authority from the War Department. (G. O. 179, W. D., 1904.)

1047. Rules and directions for care of steam heating plants. (Cir. 1, A. G. C

(G. O. 170, A. G. O., 1899.)

APPENDIX.

FORM FOR REPORT OF AN INSPECTION OF A GARRISONED POST AND FORM FOR STATEMENT OF IRREGULARITIES AND DEFICIENCIES.

DIRECTIONS.

1. "The written reports of inspectors-general and acting inspectors-general will set forth a correct return of the troops, the number present at and absent from the station and the absentees from inspection, and whether irregularities, etc., reported at last inspection, have been remedied; after which will follow a statement of the results of the inspection, dealing only with defects, deficiencies, irregularities, recommendations, and commendations whereof the various items will be paragraphed and stated separately. These items will be grouped under the department within whose sphere the responsibility for the conditions stated falls, viz: Commanding officer, Quartermaster's Department, Corps of Engineers, etc. Brief statement will be made of the various drills and exercises held for the inspector and the report concluded with an exposition of the conclusions arrived at as to the military efficiency, discipline, and instruction of the command." (A. R., 905.)

2. If the number and percentage of desertions are abnormal, special inquiry as to the cause therefor will be made and the result briefly reported. (A. R., 906, sec. 7.)

3. It is not necessary to recite affirmatively, or in detail, that the subjects enumerated in A. R., 906, were embraced in the inspection. The results of the inspection are assumed to have been satisfactory unless otherwise stated; and the report of those results should deal only with defects, deficiencies, irregularities, recommendations, and commendations.

4. Trivial matters verbally called to attention of officers concerned and corrected on the spot should not be included either

in the report or list of irregularities, but all defects, deficiencies, and irregularities of sufficient importance to be recorded in the report should also be included in the list furnished the commanding officer under A. R., 908.

5. Inspectors should personally investigate complaints, especially those which may require action of War Department, such as general unfitness of recruits received, inferior quality of supplies, etc., and, when such complaints are of sufficient importance to record them in the report, they will state their own views and conclusions.

6. Recommendations of inspectors on matters where initiative remedial action is within the province of the commanding officer (as, for example, "It is recommended that a crematory be constructed at this post for the burning of garbage") should be included in the list of defects, etc., furnished the commanding officer, as well as in the report. Experience has shown that when this is not done inspectors' recommendations often reach this (Inspector-General's) office without remark from any commander or staff officer, which fact leaves the subject-matter incomplete for consideration by the War Department.

7. The sheets of Forms 5 and 5a, Inspector-General's Department (Inspector-General's Memoranda for Inspection of Post), will not be attached to or form part of the inspection report, but will be filed in the office of the inspector.

8. When an irregularity or deficiency, based on a regulation or order, is reported, the specific regulation or order should be cited in the inspection report and in the list of irregularities and deficiencies furnished the commanding officer. (Cir. letter, I. G. O., July 18, 1908; 12519, I. G. O.)

FORM FOR REPORT OF AN INSPECTION OF A GARRISONED POST.

Fort - - -,

— — — — —.

ADJUTANT-GENERAL,

- —,

- - - — -,

SIR: I have the honor to submit report of an inspection of of , made - - .

The last inspection by an officer of the Inspector-General's Department w —, by - —— ——-.

The post : —— - — , and is garrisoned

oops A, B, C, and D, First Cav-

alry; the First and Second Companies, Coast Artillery; Companies A and B, First Infantry, and detachments of the Staff Corps and Departments, aggregating 32 officers and 595 enlisted men, of whom 27 officers and 585 enlisted men were present at post and 24 officers and 507 enlisted men present in ranks at inspection.

Absentees from inspection are accounted for as follows:

OFFICERS.

Present at post.—Guard, 1; officer of the day, 1; sick, 1. Total, 3. Percentage absent from inspection of total officers present at post, 11.11.

Absent from post.—(By name, rank, and regiment or corps or department.)

(1) Major — —, D. S. since — — —, at — — — — as member of G. C. M.

(2) Captain — —, D. S. since — — —, at — — — as member of General Staff Corps.

(3) First Lieut. — —, D. S. since — — —, at — — — — as Captain P. S.

(4) Captain —, leave of absence for two months, since — — —.

(5) Second Lieut. — —, leave of absence for one month, since — — —.

Total officers absent from post, 5. Percentage absent from post of total officers present and absent, 15.62.

ENLISTED MEN.

Present at post.—Guard, 40; sick, 10; arrest and confinement, 12; extra duty, 3; special duty, 13. Total, 78. Percentage absent from inspection of total enlisted men present at post, 13.33.

Absent from post.—D. S., 5; furlough, 4; without leave, 1. Total, 10. Percentage absent from post of total enlisted men present and absent, 1.68.

The irregularities and deficiencies reported at last inspection have been remedied, except that an additional wagon shed is still needed. See defect No. 10, this inspection.

The results of the inspection are as follows:

COMMANDING OFFICER.

(Under this heading are grouped all items which do not specifically concern a bureau of the War Department.)

1. Troops A and B, First Cavalry: Not well drilled in horsemanship; such movements as passaging and turning on the forehand were very poor.

2. First Company, Coast Artillery: Unauthorized expenditure from company fund, as follows: January 8, 1907, carving set, $2.75. (A. R., 319.)

3. Company A, First Infantry: Correspondence book not indexed.

4. Post exchange: No printed or written price list posted in lunch room. (Par. 11, G. O. 109, W. D., 1905.)

5. No post garden (A. R. 349). An investigation has convinced the inspector that the cultivation of a garden is practicable.

Captain - - - - - - is reported by the post commander and surgeon to be incapacitated for service both mentally and physically. A special report in his case has been submitted to the department commander under A. R., 907.

During the past twelve months the desertions from the command, except the two companies of Coast Artillery, were not abnormal in number.

The First Company, Coast Artillery, had 20 desertions during that period, or 14.5 per cent of the aggregate number of enlisted men on the rolls; and the Second Company, Coast Artillery, 17 desertions, or 12.8 per cent. Special inquiry into the causes therefor was made.

(Here will follow a brief statement of the result of the special inquiry as required by A. R., 906, sec. 7, with inspector's conclusions. If any irregularities are developed they should be included in the list furnished the commanding officer under A. R., 908, as, for example, No. 6.)

6. The abnormal desertions seem to be largely attributable to unnecessary restraints and harsh discipline.

THE ADJUTANT-GENERAL'S DEPARTMENT.

7. The First and Second Companies, Coast Artillery, need 23 and 20 recruits, respectively. These companies have considerable hard work to perform in caring for the armament, etc.,

and should be kept up to the authorized strength as closely as possible.

QUARTERMASTER'S DEPARTMENT.

8. Record book of barracks and quarters not kept posted up—no entries during past twelve months. (A. R., 1028.)

9. New floors are needed in barracks of Troops A and B, First Cavalry.

10. An additional wagon shed is badly needed. Much of the wheeled transportation has to be kept in the open, with consequent deterioration. It is recommended that an additional shed be authorized. This defect was reported at last inspection.

11. The general condition of the public buildings of the post as to repair is poor. They are mostly in need of painting and general repairs.

12. Much complaint was made by the companies in regard to the new marching shoe, which, after little wear, appears to rip, the sole separating from the upper at the toe. I examined several pairs which had been worn about twenty days, including a two days' practice march, and, as the leather seems to be of excellent quality, am of the opinion that the defect is due to inferior quality of the sewing material used.

SUBSISTENCE DEPARTMENT.

13. A shipment of 500 pounds of baking powder received from ——— ——— on November 10, 1906, is reported to be of inferior quality.

(Here should follow such information as will enable the Commissary-General to take action, such as, by whom, when, and where purchased, name of firm, marks on package, etc.; also the inspector's opinion and recommendation.)

The excellent condition of this department throughout reflects great credit on Captain —— · · ——, the commissary, who impressed me as a very energetic and capable officer.

MEDICAL DEPARTMENT.

14. The hospital, which was built for a four-company post, is entirely too small for the present and prospective garrisons. It should be enlarged to at least double its present capacity.

15. Register of hospital fund does not show the names or designations of the firms or parties from whom articles were purchased for use of the sick in hospital. (M. M. D., 279.)

16. Ambulance driver not designated by the surgeon to care for the ambulance, its equipment, and harness. (A. R., 1448.)

17. Ambulance harness in poor condition—needs cleaning and oiling.

CORPS OF ENGINEERS.

18. Galleries of Battery ——— leak badly.

19. Magazine of Battery ——— unserviceable on account of excessive dampness.

20. No lights on loading platforms of Batteries ———.

21. All wires forming the system of communications are aërial and exposed to hostile fire—one shell from an enemy's ships might paralyze the whole system. Provision should be made for underground lines. (This is an example of an item that affects two staff departments (Engineer and Signal), and should be stated under each.)

ORDNANCE DEPARTMENT.

22. It was reported to me that a number of cocking pieces of the new rifle had been broken at target practice. Several of these were examined by me. It is the general opinion, in which I concur, of officers and men whom I questioned on the subject, that the defect is not attributable to any local cause. A diagram is attached showing the exact location of the break.

23. There is no ordnance sergeant at this post. One is badly needed.

24. The following surplus ordnance stores are on hand, viz: (State kind, quantity, and condition.)

SIGNAL CORPS.

25. All wires forming the system of communications are aërial and exposed to hostile fire—one shell from an enemy's ships might paralyze the whole system. Provision should be made for underground lines.

26. There is no telephonic connection with the tide station.

FIELD OFFICERS.

(Report by name, affirmatively or negatively, physical fitness for field service.—G. O. 181, W. D., 1907.)

COMMENDATION.

The affairs of the post are well administered, and harmony and good feeling

INSPECTION EXERCISES.

The following drills and inspection exercises were held, viz: (State briefly the various drills and exercises held for the inspector.)

CONCLUSIONS.

(As to military efficiency, discipline, and instruction of the command.)

A statement, in writing, of irregularities and deficiencies has been furnished the commanding officer under A. R., 908. They are contained in the numbered paragraphs of this report.

Very respectfully,

Major, Inspector-General.

FORM FOR STATEMENT OF IRREGULARITIES AND DEFICIENCIES.

Fort ---.

---.

COMMANDING OFFICER,

Fort ---.

SIR: Under the provisions of A. R., 908, I have the honor to furnish you the following list of irregularities and deficiencies observed during the recent inspection of your post:

COMMANDING OFFICER.

1. Troops A and B, First Cavalry: Not well drilled in horsemanship, such movements as passaging and turning on the forehand were very poor.

2. First Company, Coast Artillery: Unauthorized expenditure from company fund, as follows: January 8, 1907, carving set, $2.75. (A. R., 319.)

3. Company A, First Infantry: Correspondence book not indexed.

4. Post exchange: No printed or written price list posted in lunch room. (Par. 11, G. O. 109, W. D., 1905.)

5. No post garden. (A. R., 349.) An investigation has convinced the inspector that the cultivation of a garden is practicable.

6. The abnormal desertions from the First and Second Companies, Coast Artillery, during the past twelve months, seem to

be largely attributable to unnecessary restraints and harsh discipline.

THE ADJUTANT-GENERAL'S DEPARTMENT.

7. The First and Second Companies, Coast Artillery, need 23 and 20 recruits, respectively. These companies have considerable hard work to perform in caring for the armament, etc., and should be kept up to the authorized strength as closely as possible.

QUARTERMASTER'S DEPARTMENT.

8. Record book of barracks and quarters not kept posted up—no entries during past twelve months. (A. R., 1028.)

9. New floors are needed in barracks of Troops A and B, First Cavalry.

10. An additional wagon shed is badly needed. Much of the wheeled transportation has to be kept in the open, with consequent deterioration. It is recommended that an additional shed be authorized. This defect was reported at last inspection.

11. The general condition of the public buildings of the post as to repair is poor. They are mostly in need of painting and general repairs.

12. Much complaint was made by the companies in regard to the new marching shoe, which, after little wear, appears to rip, the sole separating from the upper at the toe.

SUBSISTENCE DEPARTMENT.

13. A shipment of 500 pounds of baking powder received from on November 10, 1906, is reported to be of inferior quality.

MEDICAL DEPARTMENT.

14. The hospital, which was built for a four-company post, is entirely too small for the present and prospective garrisons. It should be enlarged to at least double its present capacity.

15. Register of hospital fund does not show the names or designations of the firms or parties from whom articles were purchased for use of the sick in hospital. (M. M. D., 279.)

16. Ambulance driver not designated by the surgeon to care for the ambulance, its equipment and harness. (A. R., 1448.)

17. Ambulance —needs cleaning and oiling.

CORPS OF ENGINEERS.

18. Galleries of Battery ——— leak badly.

19. Magazine of Battery unserviceable on account of excessive dampness.

20. No lights on loading platforms of Batteries ———.

21. All wires forming the system of communications are aërial and exposed to hostile fire—one shell from an enemy's ships might paralize the whole system. Provision should be made for underground lines.

ORDNANCE DEPARTMENT.

22. It was reported that a number of cocking pieces of the new rifle had been broken at target practice.

23. There is no ordnance sergeant at this post. One is badly needed.

24. The following surplus ordnance stores are on hand, viz: (State kind, quantity, and condition.)

SIGNAL CORPS.

25. All wires forming the system of communications are aërial and exposed to hostile fire—one shell from an enemy's ships might paralyze the whole system. Provision should be made for underground lines.

26. There is no telephonic connection with the tide station.

Your attention is invited to the requirements of A. R. 908, and Circular 14, War Department, 1906.

Very respectfully, ——— ———,

Major, Inspector-General.

LIST OF ABBREVIATIONS USED.

A. D.—Atlantic Division.

A. G. O.—Adjutant-General's Office.

A. O. C. P.—Army of Cuban Pacification.

A. R.—Army Regulations, 1908, when not otherwise indicated.

Art. Mem.—Artillery Memorandum.

C. D. R.—Cavalry Drill Regulations, 1902.

Cir.—Circular.

Comp.—Comptroller of the Treasury.

Dept.—Department.

D. J. A. G.—Digest of Opinions of the Judge-Advocate-General, 1901.

D. R. C. A.—Drill Regulations for Coast Artillery (Prov.), 1906.

D. R. H. C.—Drill Regulations, Hospital Corps, 1908.

D. R. L. A.—Drill Regulations for Light Artillery, 1896.

E. R.—Engineer Regulations, 1906.

F. S. R.—Field Service Regulations, 1905 (Amended, 1908).

G. O.—General Orders.

I. D. R.—Infantry Drill Regulations, 1904.

I. G. D.—Inspector-General's Department.

I. G. O.—Inspector-General's Office.

J. A. G.—Judge-Advocate-General.

M. G. D.—Manual of Guard Duty, 1902.

M. L.—Military Laws of the United States, 1901, with Supplement to March 4, 1907.

M. M. D.—Manual for the Medical Department, 1906.

M. P. D.—Manual for the Pay Department, 1907.

M. S. D.—Manual for the Subsistence Department, 1908.

M. S. O.—The Military Secretary's Office.

N. H. D. V. S.—National Home for Disabled Volunteer Soldiers.

O. R.—Regulations for the government of the Ordnance Department, 1907.

O. S. M.—Ordnance Supply Manual, 1904.

P. Page.
Par.—Paragraph.
Q. M.—Quartermaster.
Q. M. G.—Quartermaster-General.
Q. M. G. O.—Quartermaster-General's Office.
Q. M. M.—Quartermaster's Manual, 1904.
Regs.—Regulations.
R. S.—Revised Statutes of the United States.
S. A. F. R.—Small Arms Firing Regulations, 1906.
S. C. M. No. 7—Signal Corps Manual, No. 7, 1907.
Scy.—Secretary.
Sec.—Section.
Stat. L.—United States Statutes at Large.
T. R.—Army Transport Service Regulations, 1908.
W. D.—War Department.

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